

NHamp
F
44
L68
2009

Town of Litchfield New Hampshire



Annual Reports

for

2009

Town of Litchfield New Hampshire



Annual Reports

Year ending December 31, 2009

also

Annual Report of the School District

Year ending June 30, 2009

Dedicated to the Citizens of Litchfield

On the 275th anniversary year of Litchfield's founding, the Board of Selectmen wishes to dedicate this annual report to the citizen of Litchfield in remembrance of those who came before us and to those who will follow.



—INDEX—

Animal Control Report	78
Annual Meeting, Election Results	146
Births	158
Budget of the Town	23
Building Department	84
Cable Advisory Committee	86
Comparative Statement	43
Conservation Commission	88
Deaths	160
Deliberative Session	14
Fire Department	90
Highway Department	111
Hillcrest Cemetery Association	114
Incinerator and Recycling Facility	116
Librarian's Report	76
Library Director's Report	74
Lower Merrimack River Local Advisory	118
Marriages	157
Mosquito Control District	120
Nashua Regional Planning Commission	123
Pinecrest Cemetery Association	129
Planning Board	132
Police Department	134
Recreation Commission	138
SCHOOL REPORTS	
Auditor's Report	SD-76
Business Administrator	SD-10
Curriculum and Instruction Director	SD-14
Election Results	SD-53
Enrollment Projection	SD-37
Minutes from 1/31/09 Deliberative Session	SD-38
Minutes from 2/6/10 Deliberative Session	SD-58
Principal – Campbell High School	SD-28
Principal – Griffin Memorial School	SD-19
Principal – Litchfield Middle School	SD-22
School Board District Chairman's Report	SD- 6
School Calendar	SD-36
School District Budget	SD-134
School District Officers	SD- 5
School District Warrant - 2009	SD-50
School District Warrant - 2010	SD-55
Special Ed Programs & Services	SD-133
Special Services	SD-12
Staff	SD-18
Student Census of Disabilities	SD-133
Superintendent's Report	SD- 8
Voting Warrant	SD-56
Selectmen	68
Southeastern NH Hazardous Materials District	106
Summary Inventory	33
Tax Collector	34
Tax Rate	32
Town Clerk	37
Town Expenses	44
Town Officers	4
Town Officers & Employee Earnings	152
Town Warrant	7
Treasurer	41
Trust Funds	66
275th Anniversary Celebration	162
Zoning Board	142

	LITCHFIELD, NH	
	TOWN OFFICERS	
Office:	Office Holder a/o 12/31/09:	Term Expires:
Moderator:	John Regan	2012
Assistant Moderator (Town & School):	Philip M. Reed	2012
Selectmen:	George Lambert	2010
	M. Patricia Jewett	2011
	Frank A. Byron - Chairman	2011
	Steve Perry	2012
	Andrew Santom - Vice Chairman	2010
Office Manager:	Linda Langille	
Budget Committee:	Brent Lemire - Chairman	2010
	Mike Falzone	2012
	Raymond Peeples	2011
	Jason Guerrette	School Rep.
	William Spencer	2012
	John Harte - Vice Chairman	2010
	George Lambert	Selectmen Rep.
	Paul Parker	2011
	Sandra Maxwell	Recording Secretary
Cable Advisory Committee	Richard Penthy - Chairman	2009
Alternate	John Beaulieu	2010
	Scott Cavanagh	2009
	Timothy Kearns	2010
	Brian Maillet	2010
Alternate	Ken Stiouphile	2010
	Cynthia Couture	2009
Cemetery Association Trustees		
Hillcrest Cemetery	Rosalyn Calawa - President	2009
	Warren Adams - Treasurer	2009
	Edith Eldridge - Secretary	2009
	Elaine Young - Vice President	2009
Pinecrest Cemetery	Robert Leary - President	2009
	Karen Hodge	2010
	Robert Martineau	2009
	Joan Kendall	2009
	Jamie Plumluf	2011
	Richard Stoddard	2012
Checklist Supervisors:	Robert Redding - Chairman	2010
	Christine Lepine	2013

	Shirley Reed	2012
Code Enforcement Officer:	Kevin Lynch	
Conservation Commission:	Thomas W. Levesque, Sr., - Vice Chair	2011
	Joan McKibben - Chairman	2011
	Roger St. Laurent, Jr.	2010
	Sharon Jones	2010
	Marion A. Godzik	2012
	Richard Husband	2012
Alternate	Stephen Tarara	2011
Alternate	Micheal Croteau	2011
	Andrew Santom - Selectmen Rep.	2010
Fire Chief:	Thomas Schofield	2010
Forest Fire Warden	Thomas Schofield	2010
Health Officer:	Kevin Lynch	8/13/2009
Deputy Health Officer	Jacqueline Hoey, RN	8/13/2009
Library Trustees:	Gail Musco - Vice Chair/Treasurer	2012
	Marilyn Soraghan - Chairman	2010
	Kristin Robert - Secretary	2010
Alternate	Lynn Clifford	2010
	Aimee Carignan	2011
	Diane L. Jerry	2011
Mosquito District Commission	Alfred Raccio	2011
	John Latsha	2010
	John Poulos	2012
Director of Library Services	Vicki L. Varick	
Planning Board:	Jayson Brennen - Vice Chairman	2012
	Carlos Fuertes	2011
	Alison Douglas	2012
	Steven Perry - Selectmen Rep.	2011
	Leon Barry	2010
	Edward Almeida, Vice-Chairman	2011
Alternate	John Miller	2012
	Marc Ducharme, Clerk	2010
Police Chief:	Joseph O'Brien	Tenure
Recreation Commission:	Anthony Schaffer - Chairman	2010
	Maurissa Fluet	2010
	M. Patricia Jewett	Selectman Rep
	David Hansberry	Resigned
	Sandy Vance	2011
	John Bryant	2011
	Andrew Collins	2010
Road Agent:	John Pinciario	2011

So. NH Regional Plann. Comm.	M. Patricia Jewett	
Town Clerk/Tax Collector:	Theresa L. Briand	2011
Deputy Town Clerk/Tax Col.:	Patricia A. Textor	2011
Treasurer:	Sharon Harding-Reed	2011
Deputy Treasurer	Debra Hogencamp	2011
Trustees, Town Trust Funds:	Linda Peebles	2010
	Mark Mosnicka	2011
	Maureen Lascelles	2012
Zoning Board of Adjustment:	Richard Riley, Jr. - Chairman	2010
	Laura Gandia - Vice Chairman	2012
	John Regan	2011
	Albert Guilbeault	2010
	John Brunelle-Clerk	2012
Alternate	Eric Cushing	2011
Alternate	Gregory Lepine	2012
Alternate	John R. Devereaux	2010
Alternate	Tom Cooney	2011

TOWN WARRANT

Town of Litchfield

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on January 30, 2010 at 2:00 o'clock in the afternoon for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV except for Warrant Article 4, the wording of which is prescribed by law and cannot be amended per RSA §40:13, IV (a).

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 9, 2010 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

Article 1. To elect by ballot the following Town officers: two Selectmen-three year term; two Budget Committee members-three year term; One Trustee to Trust Fund-three year term; Two Library Trustee-three year term; One Fire Chief-three year term; One Checklist Supervisor-Six year term;. One Cemetery Trustee – one year term, One Cemetery Trustee – two year term, One Cemetery Trustee – three year term.

Article 2. Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?:

Adopt a new Section 475, Inclusionary Housing, to provide for the construction of workforce housing in order to comply with the Workforce Housing Statute, NH RSA 674:58-61. In order to reduce the cost of construction, workforce housing will be granted reductions in lot size, frontage, building setbacks, building area and adjacent road width. Provision is also made to ensure future affordability of workforce housing. Workforce housing will be permitted in the Residential Zone, with Multi-family (3-5+ units per building) being limited to north of Leach Brook. *This amendment has Planning Board approval.*

Yes ☐

No ☐

Article 3 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?:

Adopt a new Section 575, Conservation Open Space Development, to require proposed residential subdivision developments 20 acres or greater in size to be designed to preserve natural features and wildlife habitat. This ordinance will permit reduced lot size, setbacks, and frontage, so that building lots take up less area allowing equal building lot density as a conventional development while preserving open space. Open space will be owned and/or managed by the Town, land trust or association utilizing a conservation easement.

This amendment has Planning Board approval.

Yes ☐

No ☐

Article 4. To see if the town will raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,387,436. Should this article be defeated, the default budget shall be \$4,372,742, which is the same as last year, with certain adjustments required by previous action of the town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA §40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 7-1-0)

Yes ☐

No ☐

Article 5. To see if the town will vote to raise and appropriate the sum of \$58,100 to hire a Town Administrator effective July 5, 2010. The cost of the period for July 5, 2010 until December 31, 2010 will be \$58,100 of which \$42,500 represents salary and \$15,600 represents benefits. The annual cost of this position will be \$116,200 of which \$85,000 represents salary and \$31,200 represents benefits.

This position will provide day to day management of the town's government as delegated by the Board of Selectmen. It is the intention of this position to ensure that the operations of the town's governmental organizations are conducted in a cost effective, coordinated and timely manner. This position differs from the Board of Selectmen Office Manager in that the

position encompasses responsibilities for department operations beyond the financial accounting and organization of the Selectmen's office. Town functions such as Highway, Solid Waste, Police, Code Enforcement and Building will report to this individual for day to day operations.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote 5-3-0)

Article 6. To see if the town will vote to raise and appropriate the sum of \$5,000 as a stipend to hire one (1) Welfare Administrator who shall have the responsibility under the supervision of the Board of Selectmen for the administration of the town's welfare program as specified under RSA § 165:1.

This position will be responsible for the administration of the town's welfare program currently administered by the Board of Selectmen. This position will be responsible for managing the welfare budget, accepting welfare applications, reviewing the applications for eligibility to receive welfare and to provide aid to those qualified applicants. This position will report to the Board of Selectmen who shall with the Welfare Administrator set welfare standards and policies for the town.

Recommended by the Board of Selectmen (Vote 3-1-1)

Recommended by the Budget Committee (Vote 6-2-0)

Yes ☐

No ☐

Article 7. To see if the Town will vote to raise and appropriate the amount of \$1,395 for the formation and initial budget of an Ethics Committee and to rescind the existing Conflict of Interest Law, and adopt in lieu thereof a new Code of Ethics as written by the Litchfield Code of Ethics Formation Committee. Copies of the proposed Code of Ethics may be obtained at Town Clerks Office, and at the Aaron Cutler Memorial Library.

This warrant will establish an Ethics Committee whose charter is to impartially investigate citizen complaints of potential ethical conflict by town officials, volunteers and committee members and to bring their findings to the Board of Selectmen for resolution. The proposed ethics policy is based upon a policy currently in use in the town of Dunbarton. Enactment of this article will provide a means for Litchfield's citizens to resolve perceived or real ethical concerns with town government. Neither this article nor the Ethics Policy includes the School Government within its scope.

Not Recommended by the Board of Selectmen (Vote 3-2-0)

Recommended by the Budget Committee (Vote 5-2-0) The Budget

Committee's recommendation relates only to the appropriation request for this article, and express no opinion on the merits of the included Ethics Policy.

Yes ☐

No ☐

Article 8. To see if the town will vote to raise and appropriate the sum of \$24,871.06 to hire one (1) full time police officer effective July 11, 2010. The cost for the period of July 11, 2010 through December 31, 2010 is \$24,871.06, of which \$17,386.00 is for salary and \$7,485.06 is for benefits and equipment. The annual cost of said officer will be \$49,633.51 of which \$37,663.39 will be for salary and \$11,970.12 will be for benefits and equipment.

The hiring of a full time police officer will provide for additional coverage ensuring that there are always two (2) officers on duty at all times. Presently, there are times when only one (1) officer on duty. This additional officer is in concurrence with the 2008 Municipal Resources Institute (MRI) report that recommended an additional two (2) officers be added to the force. This additional officer will provide for increased citizen and officer safety.

Recommended by the Board of Selectmen (Vote 5-0-0)

Recommended by the Budget Committee (Vote 6-2-0)

Yes ☐

No ☐

Article 9. To see if the Town will vote to raise and appropriate the amount of \$50,000.00 for the purchase a 1998 Freightliner FL70 Medium Duty Rescue Truck from the Town of Londonderry. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the vehicle has been purchased or December 31, 2011.

This truck with approximately 12,000 miles includes an on-spot tire chain system, 16 foot non-walk-in rescue body constructed of non-corroding lightweight ABS and 9 large size walk around storage compartments. Included in the purchase are a 15,000 lb. front bumper WARN winch, 5,700 watt on board diesel powered generator, Quartz scene work lights, emergency warning lights, siren, (2) 100 foot hydraulic hose reels for auto extrication equipment and a 4-bottle, 6,000 PSI high pressure breathing air recharge system capable of refilling approximately 45 fir fighting SCBA Air Packs. Purchase of this vehicle may defer the purchase of a replacement, full sized fire truck for approximately 3 to 5

years providing anticipated savings of approximately \$180,000 to \$300,000 over that time period in purchase payments and by saving wear and tear on existing full size fire vehicles responding to incidents.

Recommended by the Board of Selectmen (Vote 4-1-0)

Recommended by the Budget Committee (Vote 8-0-0)

Yes ☐

No ☐

Article 10. Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provide for the following increases in wages and benefits;

2010	\$24,312.28
------	-------------

And further, to raise and appropriate the sum of \$24,312.28 for the 2010 fiscal year, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.

This contract establishes a new base salary for the bargaining officers and dispatchers that are representative of rates paid by the surrounding communities. The bargaining unit has agreed to defer any wage increases for 2008 and 2009 represented by cost of living adjustments. Further, the bargaining unit has agreed to this as being a one (1) year contract with a salary adjustment thus avoiding the evergreen clause. Benefits to the bargaining unit include the addition of a holiday to match the town non-bargaining group, accelerated vesting of vacations and various additions to pay for a night shift premium, the addition of minimum hours of pay for cancelled details (chargeable against the contractor and not paid by the town) and a premium for Field Training Officer premium.

Recommended by the Board of Selectmen (Vote 5-0-0)

Recommended by the Budget Committee (Vote 6-2-0)

Yes ☐

No ☐

Article 11. Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value, for qualified taxpayers, to the following: for a person 65 years of age up to 75 years of age, \$50,000; for a person 75 years of age up to 80 years of age, \$80,000; for persons 80 years of

age and above, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than \$30,000 if single or not more than \$45,000 if married; and own net assets not in excess of \$300,000 excluding the value of the person's residence.

This article seeks to clarify the town's existing exemptions as submitted by petition warrant article in 2004 and partially denied by the Department of Revenue Administration. The findings of the NH Department of Revenue Administration on the petition warrant article approved by the voters in 2004 pointed out several errors with the petitioned age categories as well as years of residence and marriage status. This warrant article does not change the exemption levels but only seeks to create compliance with state law in the areas found deficient by NHDRA.

Recommended by the Board of Selectmen (Vote 5-0-0)

Yes ☐

No ☐

Article 12. To see if the town will vote to authorize the Board of Selectmen to enter into negotiations with Pennichuck East Utilities for the town to assume responsibility for the subscribers costs for the Fire Protection surcharge. The results of these negotiations will be brought back to the voters in March of 2011 for consideration.

Currently, Pennichuck East Utilities charges subscribers a monthly fee to cover the cost of installation and maintenance for fire hydrant installation. This cost, currently assessed to all subscribers, would be assumed by the town if passed in 2011 and amounts to approximately \$269,000 per year at the present time. The purpose of this warrant article is to see if the town will authorize the Selectmen to negotiate this charge with the intention that the town will assume the cost of the Fire Protection surcharge through an assessment to be contained as part of the property tax. Prior to assuming these charges, the results of the negotiations will be brought back to the town meeting for consideration on the 2011 warrant.

Recommended by the Board of Selectmen (Vote 3-1-1)

Yes ☐

No ☐

Article 13 By petition: “To see if the Town will vote to approve the following resolution to be forwarded to our State Representative(s), our State Senator, the Speaker of the House, and the Senate President. Resolved: The citizens of New Hampshire should be allowed to vote on an amendment to the New Hampshire Constitution that defines “marriage”.”

Yes ☐

No ☐

Article 14 By Petition: “Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?”

Passage of this article requires a 3/5 majority.

Not Recommended by the Board of Selectmen (Vote 4-0-0)

Recommended by the Budget Committee (5-3-0)

Yes ☐

No ☐

Given under our hands and seal this 18th day of January, in the year of our Lord Two Thousand and ten.

Litchfield Board of Selectmen

Frank A. Byron, Chairman

George A. Lambert

Steven Perry

M. Patricia Jewett

Andrew M. Santom

A true copy of Warrant — — Attest:

Litchfield Board of Selectmen

Frank A. Byron, Chairman

George A. Lambert

Steven Perry

M. Patricia Jewett

Andrew M. Santom

**Deliberative Session
Town of Litchfield
January 30, 2010**

Time, Place, Meeting called to order at 2:00 p.m. at Campbell High School Auditorium by Moderator John Regan.

Present were: Selectmen Frank Byron- Chairman; Andrew Santom-Vice Chairman, M. Patricia Jewett, Steven Perry and George Lambert; Budget Committee members Brent Lemire – Chairman, John Harte – Vice Chairman, Paul Parker, Mike Falzone, Ray Peeples, Bill Spencer, George Lambert – Selectmen Rep., and approx. 86 Litchfield voters and guest.

Ballot Clerks on duty were Bertha Mieczkowski and Joan McKibben.

Following a series of announcements the moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an “open mike” period part way through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business would be a voice vote that would authorize non-voters to speak.

Moderator John Regan asked for volunteers to carry ballot boxes in the event a paper ballot vote is required John Brunelle and Elizabeth Miller.

Article 1. To elect by ballot the following Town officers: two Selectmen-three year term; two Budget Committee members-three year term; One Trustee to Trust Fund-three year term; Two Library Trustee-three year term; One Fire Chief-three year term; One Checklist Supervisor-Six year term; One Cemetery Trustee – one year term, One Cemetery Trustee – two year term, One Cemetery Trustee – three year term.

No discussion on this article so it will appear on the ballot as written.

Article 2. Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

Adopt a new Section 475, Inclusionary Housing, to provide for the construction of workforce housing in order to comply with the Workforce Housing Statute, NH RSA 674:58-61. In order to reduce the cost of construction, workforce housing will be granted reductions in lot size, frontage, building setbacks, building area and adjacent road width. Provision is also made to ensure future affordability of workforce housing. Workforce housing will be permitted in the Residential Zone, with Multi-family (3-5+ units per building) being limited to north of Leach Brook.

This amendment has Planning Board approval.

Mark Ducharme spoke to the article. The full text of the article is on the Litchfield web site for anyone interested in reading it. The purpose of this Ordinance is to provide a reasonable opportunity for the development of affordable housing within the Town of Litchfield, NH. It is intended to ensure the continued availability of a diverse supply of home ownership and rental opportunities. This Ordinance was established in order to meet the goals related to affordable housing provision set forth in the Litchfield Master Plan, as amended. Additional, in implementing this Ordinance Litchfield has considered the region's affordable housing need as defined in the Housing and Urban Development (HUD) Limits and Allowances data, as amended, and Nashua Regional Planning Commission Housing Needs Assessment, as

amended. NH statutes require communities to provide a reasonable opportunity for affordable Workforce Housing in accordance with RSA 674:58-61.

John Regan asked Mr. Ducharme to please point out on the map where North of Leach Brook is?

Mr. Ducharme pointed out and explained that is was up at the North end of Town.

Mr. Raccio asked what is the liability for the town?

Mr. Ducharme explained that there is a State Law that says that we need to have an Ordinance in town that provides for the reasonable opportunity. A developer however can not just say you don't have an Ordinance and propose something they would have to show that there is no opportunity in the town for affordable housing or not a fair share amount as stated in the RSA a that point if they could show that they could sue the town it would take 6 months to a year and at that point it would be decided by the court which may not be in the best interest of the town.

Mr. Raccio stated that whether the town votes to approve this article or the town rejects the article there is equal opportunity for being potentially sued or potentially contested.

There was no further discussion on the article so you will find it on the ballot as written.

Article 3 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

Adopt a new Section 575, Conservation Open Space Development, to require proposed residential subdivision developments 20 acres or greater in size to be designed to preserve natural features and wildlife habitat. This ordinance will permit reduced lot size, setbacks, and frontage, so that building lots take up less area allowing equal building lot density as a conventional development while preserving open space. Open space will be owned and/or managed by the Town, land trust or association utilizing a conservation easement.

Mark Ducharme will speak to this article. This Conservation Open Space Development (COSD) is authorized and enacted in accordance with RSA 674:21. This COSD Ordinance is intended to enhance and protect the health, safety, convenience, and general welfare of the residence of Litchfield while encouraging flexibility in the design and development of land, promote environmentally sound planning, conserve open space, retain and protect important natural and cultural features, provide for efficient use of land and community services, and preserve the traditional rural character of Litchfield to advance the goals stated in the Master Plan. One thing to remember is that the passing of this article will not increase or decrease the number of houses permitted to be built in town.

Mr. Ralph Boehm asked how is this going to affect our water supply and septic systems?

Mark Durocher stated that the Ordinance will maintain the existing safety and environmental concerns as a conventional subdivision. The State septic subdivision regulations require 20,000 square feet of property as a minimum for a three lot home to be constructed on.

There was no further discussion on the article so you will find it on the ballot as written.

Article 4. To see if the town will raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by vote of the first

session, for the purposes set forth therein, totaling \$4,387,436. Should this article be defeated, the default budget shall be \$4,372,742, which is the same as last year, with certain adjustments required by previous action of the town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA §40:13, X and XVI, to take up the issue of a revised operating budget only.

George Lambert spoke to the article. Georges stated that the Board of Selectmen and the Budget Committee tried to keep with a level funded budget this year however there were a few exceptions. One being the shut-down of the incinerator at the end of 2010. We changed the way we are going to do road repair we are going to use highway grant money to repair some of our roads. We have an increase in auditing cost because of the way we have done our auditing and accounting in the past. We need to bring our books up to date because of some accounting irregularities in the past which will cost the town \$18,500. We are using a new auditing firm. There has been a substantial increase in the health care cost for our employees the increase was 24%. The total increase in the budget \$ 33,339.00 over the 2009 default budget.

Al Raccio asked how do we explain and justify the significant growth in line items 4210-4214 that have grown from the previous year to this year. There was also growth on the administrative lines with regards to a new and part time position being proposed.

George Lambert explained that the lines that Mr. Raccio was questioning were the lines of the police operating budget. The Board of Selectmen did ask that every department head try to come in with a level funded budget so that we could reduce the tax burden on the tax payers however there were some departments that had requested increases.

Mr. Raccio purposed to make an amendment to the article to reduce the bottom line however the motion failed.

Mr. Lemire stepped forward to explain that this budget was underfunded last year by approximately \$30,000 because of a computing error in the health insurance. There are situations when an increase is necessary and the budget committee went through this budget extensively. There are fixed costs.

Mr. George Lambert made a motion to increase the budget by \$29,000 adding a police cruiser to the budget. Seconded by Dennis Miller.

Mr. Brent Lemire stated that there is one cruiser in the budget and that the budget committee took that into consideration when preparing this budget. The budget committee felt that in this economy one cruiser would be sufficient.

Chief Joseph O'Brien explained that since the 90's we have rotated the cars, 1 (one) new car one year and two the following year. We have not had the two new car purchase in three years. These vehicles are just not mechanically sound. This rotation has always worked and MRI agrees that this is a sound way of purchasing and we should continue to do this.

Motion Failed.

There was no further discussion on the article so you will find it on the ballot as written.

Article 5. To see if the town will vote to raise and appropriate the sum of \$58,100 to hire a Town Administrator effective July 5, 2010. The cost of the period for July 5, 2010 until December 31, 2010 will be \$58,100 of which \$42,500 represents salary and \$15,600 represents benefits. The annual cost of this position will be \$116,200 of which \$85,000 represents salary and

\$31,200 represents benefits. This position shall have an annual salary not to exceed \$85,000 per year.

This position will provide day to day management of the town's government as delegated by the Board of Selectmen. It is the intention of this position to ensure that the operations of the town's governmental organizations are conducted in a cost effective, coordinated in a timely manner. This position differs from the Board of Selectmen's Office Manager in that the position encompasses responsibilities for department operations beyond the financial accounting and organization of the Selectmen's office. Town functions such as Highway, Solid Waste, Police, Code Enforcement and Building will report to this individual for day to day operations.

Mr. Frank Byron spoke to the article explaining the need for the new position as well as the differences between the Town Manager and the Town Administrator. Frank explained what duties the Office Manager will have and what duties the Administrator will have.

Dennis Miller questioned the form in which the article is written. Is the \$85,000 a limit to the position. Town council stated that this is a limit.

Dennis Miller made a motion to amend the article. Seconded by several in audience.

Amended Article 5. To see if the town will vote to raise and appropriate the sum of \$58,100 to hire a Town Administrator effective July 5, 2010. The cost of the period for July 5, 2010 until December 31, 2010 will be \$58,100 of which \$42,500 represents salary and \$15,600 represents benefits. The annual cost of this position will be \$116,200 of which \$85,000 represents salary and \$31,200 represents benefits.

This position will provide day to day management of the town's government as delegated by the Board of Selectmen. It is the intention of this position to ensure that the operations of the town's governmental organizations are conducted in a cost effective, coordinated and timely manner. This position differs from the Board of Selectmen Office Manager in that the position encompasses responsibilities for department operations beyond the financial accounting and organization of the Selectmen's office. Town functions such as Highway, Solid Waste, Police, Code Enforcement and Building will report to this individual for day to day operations.

Motion Passes

John Poulos made motion to make an amendment to the amended article 5.

Motion Fails.

John Regan asked does this motion mean that the number of Selectmen is decreased?

Frank Byron answered no it does not unless the people of the town want to bring that to the voters.

There was no further discussion on the article so you will find it on the ballot as amended.

Article 6. To see if the town will vote to raise and appropriate the sum of \$5,000 as a stipend to hire one (1) Welfare Administrator who shall have the responsibility under the supervision of the

Board of Selectmen for the administration of the town's welfare program as specified under RSA § 165:1.

This position will be responsible for the administration of the town's welfare program currently administered by the Board of Selectmen. This position will be responsible for managing the welfare budget, accepting welfare applications, reviewing the applications for eligibility to receive welfare and to provide aid to those qualified applicants. This position will report to the Board of Selectmen who shall, with the Welfare Administrator, set welfare standards and policies for the town.

Steve Perry explained that this position takes a lot of time and liability. This position will cost the tax payer \$1.50 a year on a \$300,000 home.

There was no further discussion on the article so you will find it on the ballot as written.

Article 7. To see if the Town will vote to raise and appropriate the amount of \$1,395 for the formation and initial budget of an Ethics Committee and to rescind the existing Conflict of Interest Law, and adopt in lieu thereof a new Code of Ethics as written by the Litchfield Code of Ethics Formation Committee. Copies of the proposed Code of Ethics may be obtained at Town Clerks Office, and at the Aaron Cutler Memorial Library.

This warrant will establish an Ethics Committee whose charter is to impartially investigate citizen complaints of potential ethical conflict by town officials, volunteers and committee members and to bring their findings to the Board of Selectmen for resolution. The proposed ethics policy is based upon a policy currently in use in the town of Dunbarton. Enactment of this article will provide a means for Litchfield's citizens to resolve perceived or real ethical concerns with town government. Neither this article nor the Ethics Policy includes the School Government within its scope.

George Lambert and Jan Raccio spoke to the article.

Laura Gandia made a motion to amend the article however it was defeated.

There was no further discussion on the article so you will find it on the ballot as written.

Recognitions were made to Brent Lemire for many years of service to the Town of Litchfield as both Fire Chief and Budget Committee.

Russ and Lynn Ober presented a proclamation to Brent for his many years of service.
Thank you Brent for your 33 years of service.

Frank Byron also presented a plaque to Brent Lemire from the Board of Selectmen for many years of service.

Frank also presented a plaque to Andy Santom for his time served as Selectmen.

Tom Schofield presented the Firefighter of the Year Award to Derek Earl.

Article 8. To see if the town will vote to raise and appropriate the sum of \$24,871.06 to hire one (1) full time police officer effective July 11, 2010. The cost for the period of July 11, 2010 through December 31, 2010 is \$24,871.06, of which \$17,386.00 is for salary and \$7,485.06 is for

benefits and equipment. The annual cost of said officer will be \$49,633.51 of which \$37,663.39 will be for salary and \$11,970.12 will be for benefits and equipment.

The hiring of a full time police officer will provide for additional coverage ensuring that there are always two (2) officers on duty at all times. Presently, Litchfield has only one (1) officer on duty approximately 35% of the time. This additional officer is in concurrence with the 2008 Municipal Resources Institute (MRI) report that recommended an additional two (2) officers be added to the force. This additional officer will provide for increased citizen and officer safety.

Andy Santom and Chief Joe O'Brien spoke to the article explaining that this will give the town 2 officers 24 hours a day. This is recommended in the MRI Report. Chief O'Brien stated that this is not a want it is a need.

Bill Spencer made a motion to amend the wording of Article 8. The motion was seconded by several in the audience.

Amended Article 8 - To see if the town will vote to raise and appropriate the sum of \$24,871.06 to hire one (1) full time police officer effective July 11, 2010. The cost for the period of July 11, 2010 through December 31, 2010 is \$24,871.06, of which \$17,386.00 is for salary and \$7,485.06 is for benefits and equipment. The annual cost of said officer will be \$49,633.51 of which \$37,663.39 will be for salary and \$11,970.12 will be for benefits and equipment.

The hiring of a full time police officer will provide for additional coverage ensuring that there are always two (2) officers on duty at all times. Presently, there are times when only one (1) officer is on duty. This additional officer is in concurrence with the 2008 Municipal Resources Institute (MRI) report that recommended an additional two (2) officers be added to the force. This additional officer will provide for increased citizen and officer safety.

Chief Schofield expressed his support for an additional officer for the safety of his firefighters as well as the safety of the officers on duty. He stated it has been a whole decade since we have hired an additional officer.

There was no further discussion on the article as amended so you will find it on the ballot as amended.

A vote was taken to restrict reconsideration of previous article.

Motion Passes

Article 9. To see if the Town will vote to raise and appropriate the amount of \$50,000.00 for the purchase a 1998 Freightliner FL70 Medium Duty Rescue Truck from the Town of Londonderry. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the vehicle has been purchased or December 31, 2011.

This truck with approximately 12,000 miles includes an on-spot tire chain system, 16 foot non-walk-in rescue body constructed of non-corroding lightweight ABS and 9 large size walk around storage compartments. Included in the purchase are a 15,000 lb. front bumper WARN winch, 5,700 watt on board diesel powered generator, Quartz scene work lights, emergency warning lights, siren, (2) 100 foot hydraulic hose reels for auto extrication equipment and a 4-bottle, 6,000 PSI high pressure breathing air recharge system capable of refilling approximately 45 firefighting SCBA Air Packs. Purchase of this vehicle will defer the purchase of a replacement, full sized fire truck for approximately 3 to 5 years providing

anticipated savings of approximately \$180,000 to \$300,000 over that time period in purchase payments and by saving wear and tear on existing full size fire vehicles responding to incidents.

George Lambert made a motion to change the wording of Article 9 – Seconded by Bill Spencer.

AMENDED ARTICLE 9. To see if the Town will vote to raise and appropriate the amount of \$50,000.00 for the purchase a 1998 Freightliner FL70 Medium Duty Rescue Truck from the Town of Londonderry. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the vehicle has been purchased or December 31, 2011.

This truck with approximately 12,000 miles includes an on-spot tire chain system, 16 foot non-walk-in rescue body constructed of non-corroding lightweight ABS and 9 large size walk around storage compartments. Included in the purchase are a 15,000 lb. front bumper WARN winch, 5,700 watt on board diesel powered generator, Quartz scene work lights, emergency warning lights, siren, (2) 100 foot hydraulic hose reels for auto extrication equipment and a 4-bottle, 6,000 PSI high pressure breathing air recharge system capable of refilling approximately 45 firefighting SCBA Air Packs. Purchase of this vehicle may defer the purchase of a replacement, full sized fire truck for approximately 3 to 5 years providing anticipated savings of approximately \$180,000 to \$300,000 over that time period in purchase payments and by saving wear and tear on existing full size fire vehicles responding to incidents.

Mrs. Pat Jewett explained that she went to Londonderry to check out the mentioned fire truck.

Chief Schofield explained how this vehicle will be stored at no cost to the taxpayers. The firefighters will be building this lean-to.

There was no further discussion on the article as amended so you will find it on the ballot as amended.

Article 10. Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provide for the following increases in wages and benefits;

2010	\$24,312.28
------	-------------

And further, to raise and appropriate the sum of \$24,312.28 for the 2010 fiscal year, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.

This contract establishes a new base salary for the bargaining officers and dispatchers that are representative of rates paid by the surrounding communities. The bargaining unit has agreed to defer any wage increases for 2008 and 2009 represented by cost of living adjustments. Further, the bargaining unit has agreed to this as being a one (1) year contract with a salary adjustment thus avoiding the evergreen clause. Benefits to the bargaining unit include the addition of a holiday to match the town non-bargaining group, accelerated vesting of vacations and various additions to pay for a night shift premium, the addition of minimum hours of pay for cancelled details (chargeable against the contractor and not paid by the town) and a premium for Field Training Officer premium.

Frank Byron presented a slide show pointing out the importance of this article. Officer Savage, Union Chairmen also spoke to this article.

There was no further discussion on the article as amended so you will find it on the ballot as written.

Article 11. Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value, for qualified taxpayers, to the following: for a person 65 years of age up to 75 years of age, \$50,000; for a person 75 years of age up to 80 years of age, \$80,000; for persons 80 years of age and above, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than \$30,000 if single or not more than \$45,000 if married; and own net assets not in excess of \$300,000 excluding the value of the person's residence.

This article seeks to clarify the town's existing exemptions as submitted by petition warrant article in 2004 and partially denied by the Department of Revenue Administration. The findings of the NH Department of Revenue Administration on the petition warrant article approved by the voters in 2004 pointed out several errors with the petitioned age categories as well as years of residence and marriage status. This warrant article does not change the exemption levels but only seeks to create compliance with state law in the areas found deficient by NHDRA.

Pat Jewett spoke to the article – Stating that this is just to make a correction to the existing exemption. This will make it better for the people.

There was no further discussion on the article as amended so you will find it on the ballot as written.

Article 12. To see if the town will vote to authorize the Board of Selectmen to enter into negotiations with Pennichuck East Utilities for the town to assume responsibility for the subscribers costs for the Fire Protection surcharge. The results of these negotiations will be brought back to the voters in March of 2011 for consideration.

Currently, Pennichuck East Utilities charges subscribers a monthly fee to cover the cost of installation and maintenance for fire hydrant installation. This cost, currently assessed to all subscribers, would be assumed by the town if passed in 2011 and amounts to approximately \$269,000 per year at the present time. The purpose of this warrant article is to see if the town will authorize the Selectmen to negotiate this charge with the intention that the town will assume the cost of the Fire Protection surcharge through an assessment to be contained as part of the property tax. Prior to assuming these charges, the results of the negotiations will be brought back to the town meeting for consideration on the 2011 warrant.

John Poulos spoke to this article as chairmen of a committee that was formed regarding the fire hydrants in town and the cost to maintain the hydrants. This article will spread this cost to all taxpayers rather than just the customers of Pennichuck.

There was no further discussion on the article as amended so you will find it on the ballot as written.

Article 13 by petition: "To see if the Town will vote to approve the following resolution to be forwarded to our State Representative(s), our State Senator, the Speaker of the House, and the Senate President. Resolved: The citizens of New Hampshire should be allowed to vote on an amendment to the New Hampshire Constitution that defines "marriage"."

Mr. Robert Demaries spoke to article stating that this article is only designed to express what the will of the people is.

Ralph Boehm – State Rep for Litchfield asked how do the people want me to vote?

There was no further discussion on the article as amended so you will find it on the ballot as written.

Article 14 By Petition: "Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?"

Passage of this article requires a 3/5 majority.

There was no petitioner present to speak to the article.

Brent Lemire stated that this is best left to the board that the law intended. Good government is to share responsibility.

Frank Byron spoke for the Board of Selectmen stating that this article would eliminate all checks and balances between the budget committee and the Board of Selectmen putting all the power in the hands of one committee. The Board of Selectmen does not support this article.

Bill Spencer stated that he did not support this article however if this is what the people of town want the budget committee will take it on.

There was no further discussion on the article as amended so you will find it on the ballot as written.

Article 15 (2009) To see if the Town will vote to direct the Board of Selectmen to investigate the adoption of the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the reservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage and to report back to the 2010 Town Meeting.

Frank Byron reported that the Board of Selectmen sent to Avitar a request to research this article. Avitar sent back a letter stating that this article would not provide any benefit to the taxpayer or the town.

Frank Byron made a motion to adjourn at 5:45, seconded by several in the audience.

A true record of business conducted at the Deliberative Session, attest:

Theresa L. Briand
Town Clerk

BUDGET OF THE TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF: LITCHFIELD

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2010 to December 31, 2010

or Fiscal Year From _____ to _____

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): _____

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

[Handwritten signatures]

[Handwritten signature]

THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397

MS-7
Rev. 08/09

1	2	3	4	5	6	7	8	9	
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)		OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED) (NOT RECOMMENDED)		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED	
	GENERAL GOVERNMENT					XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4130-4139	Executive			98,461	93,759	108,716		108,851	
4140-4149	Election, Reg. & Vital Statistics			87,497	83,286	95,448		93,377	
4150-4151	Financial Administration			323,131	313,150	414,229		409,149	
4152	Revaluation of Property								
4153	Legal Expense			78,000	124,705	60,000		60,000	
4155-4159	Personnel Administration			256,101	266,105	293,936		275,752	
4191-4193	Planning & Zoning			66,519	63,938	70,873		69,802	
4194	General Government Buildings			62,316	68,773	76,900		76,300	
4195	Cemeteries			1,650	1,600	1,650		1,650	
4196	Insurance			51,530	51,530	59,353		59,353	
4197	Advertising & Regional Assoc.								
4199	Other General Government			51,252	11,641	35,000		35,000	
PUBLIC SAFETY									XXXXXXXXXX
4210-4214	Police	8,10		1,093,466	1,106,194	1,274,400		1,153,223	
4215-4219	Ambulance			35,000	33,538	35,000		35,000	
4220-4229	Fire			554,468	542,770	538,256		523,195	
4240-4249	Building Inspection			72,283	68,725	80,811		78,810	
4290-4298	Emergency Management			17,900	8,011	23,000		23,000	
4299	Other (Including Communications)								
AIRPORT/AVIATION CENTER									XXXXXXXXXX
4301-4309	Airport Operations								
HIGHWAYS & STREETS									XXXXXXXXXX
4311	Administration			15,460	26,332	18,241		18,214	
4312	Highways & Streets			734,309	697,527	529,394		440,209	
4313	Bridges								

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
HIGHWAYS & STREETS cont.								
4316	Street Lighting		12,000	18,503	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4319	Other						18,949	
SANITATION								
4321	Administration		75,305	76,592	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4323	Solid Waste Collection						76,999	
4324	Solid Waste Disposal		285,983	236,012		469,312	467,984	
4325	Solid Waste Clean-up							
4326-4329	Sewage Coll. & Disposal & Other							
WATER DISTRIBUTION & TREATMENT								
4331	Administration				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4332	Water Services							
4335-4339	Water Treatment, Conserv. & Other							
ELECTRIC								
4351-4352	Admin. and Generation				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4353	Purchase Costs							
4354	Electric Equipment Maintenance							
4359	Other Electric Costs							
HEALTH/WELFARE								
4411	Administration		27,850	29,057	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4414	Pest Control		17,338	16,422		23,074	22,034	
4415-4419	Health Agencies & Hosp. & Other		11,495	11,495		6,784	6,784	
4441-4442	Administration & Direct Assist.							
4444	Intergovernmental Welfare Payments							
4445-4449	Vendor Payments & Other		41,500	23,159		35,000	25,000	

1 2 3 4 5 6 7 8 9

PURPOSE OF APPROPRIATIONS (RSA 32:3,V)			OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED) (NOT RECOMMENDED)		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED	
ACCT.#	CULTURE & RECREATION			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4520-4529	Parks & Recreation			87,084	62,972	84,985			82,439
4550-4559	Library			169,018	161,388	176,660			172,618
4583	Patriotic Purposes			745	1,466	510			510
4589	Other Culture & Recreation			22,250	18,471	21,022			20,272
CONSERVATION									
4611-4612	Admin.& Purch. of Nat. Resources			4,185	2,588	3,161			3,161
4619	Other Conservation								
4631-4632	REDEVELOPMNT & HOUSING								
4651-4659	ECONOMIC DEVELOPMENT								
DEBT SERVICE									
4711	Princ.- Long Term Bonds & Notes								
4721	Interest-Long Term Bonds & Notes								
4723	Int. on Tax Anticipation Notes			1	0	1			1
4790-4799	Other Debt Service								
CAPITAL OUTLAY									
4901	Land								
4902	Machinery, Vehicles & Equipment								
4903	Buildings								
4909	Improvements Other Than Bldgs.								
OPERATING TRANSFERS OUT									
4912	To Special Revenue Fund								
4913	To Capital Projects Fund								
4914	To Enterprise Fund								
	Sewer-								
	Water-								

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year NOT RECOMMENDED
OPERATING TRANSFERS OUT cont.								
	Electric-		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	Airport-							
4915	To Capital Reserve Fund *							
4916	To Exp.Tr.Fund-except #4917 *							
4917	To Health Maint. Trust Funds *							
4918	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
OPERATING BUDGET TOTAL			4,354,097	4,222,510	4,660,866		4,387,436	

* Use special warrant article section on next page.

	9
	8
	7
	6
	5
	4
3	3
2	2
1	1

***INDIVIDUAL WARRANT ARTICLES**

1 2 3 4 5 6 7 8 9

- 28 -

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
TAXES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3120	Land Use Change Taxes - General Fund				
3180	Resident Taxes				
3185	Timber Taxes		580	4,000	4,000
3186	Payment in Lieu of Taxes		28,489	28,489	28,489
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		46,000	61,416	61,416
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)		3,317		
LICENSES, PERMITS & FEES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	Business Licenses & Permits		83,507	83,815	83,815
3220	Motor Vehicle Permit Fees		1,161,000	1,200,000	1,200,000
3230	Building Permits		14,802	25,000	25,000
3290	Other Licenses, Permits & Fees		34,600	40,000	40,000
3311-3319	FROM FEDERAL GOVERNMENT		213,225	44,816	44,816
FROM STATE			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenues				
3352	Meals & Rooms Tax Distribution		378,616	375,930	375,930
3353	Highway Block Grant		177,297	186,917	186,917
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement		406	406	406
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)				
3379	FROM OTHER GOVERNMENTS		8,024		
CHARGES FOR SERVICES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3401-3406	Income from Departments		38,358	40,000	40,000
3409	Other Charges				
MISCELLANEOUS REVENUES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3501	Sale of Municipal Property		4,127		
3502	Interest on Investments		46,533	60,000	60,000
3503-3509	Other		48,406	5,882	5,882
INTERFUND OPERATING TRANSFERS IN			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
INTERFUND OPERATING TRANSFERS IN cont.			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds				
3916	From Trust & Fiduciary Funds		397		
3917	Transfers from Conservation Funds				
OTHER FINANCING SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3934	Proc. from Long Term Bonds & Notes				
Amounts VOTED From F/B ("Surplus")					
Fund Balance ("Surplus") to Reduce Taxes					
TOTAL ESTIMATED REVENUE & CREDITS			2,287,289	2,156,671	2,156,671

****BUDGET SUMMARY****

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4,354,097	4,660,866	4,387,436
Special Warrant Articles Recommended (from pg. 6)		50,000	50,000
Individual Warrant Articles Recommended (from pg. 6)		112,283	113,678
TOTAL Appropriations Recommended		4,823,149	4,551,114
Less: Amount of Estimated Revenues & Credits (from above)		2,156,671	2,156,671
Estimated Amount of Taxes to be Raised		2,666,478	2,394,443

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: 438,743
(See Supplemental Schedule With 10% Calculation)

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Increase)

(RSA 32:18, 19, & 32:21)

VERSION #2: Use if you have Collective Bargaining Cost Items

LOCAL GOVERNMENTAL UNIT: LITCHFIELD

FISCAL YEAR END 2010

Col. A

	RECOMMENDED AMOUNT		
1. Total RECOMMENDED by Budget Committee (see budget MS7, 27, or 37)	4,387,436		
LESS EXCLUSIONS:	0		
2. Principal: Long-Term Bonds & Notes	0		
3. Interest: Long-Term Bonds & Notes	0		
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b	0		
5. Mandatory Assessments	0		
6. TOTAL EXCLUSIONS (Sum of rows 2-5)	<0 >		
7. Amount recommended less recommended exclusion amounts (Line 1 less Line 6)	4,387,436		
8. Line 7 times 10%	438,743		
9. Maximum allowable appropriation prior to vote (Line 1 + 8)	4,826,179	Col. B	Col. C (Col. B-A)
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Col. A prior to meeting & Col. B and Col. C at meeting)	Cost items recommended 24,312	Cost items voted	Amt. voted above recommended

MAXIMUM ALLOWABLE APPROPRIATIONS VOTED

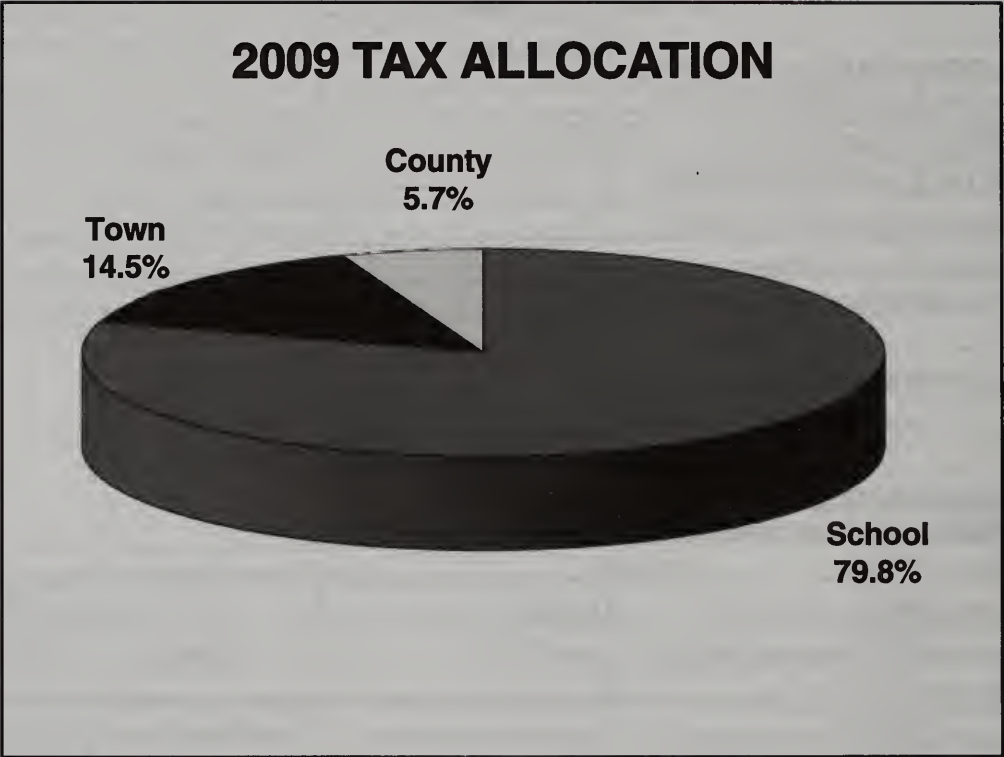
At meeting, add Line 9 + Column C.

\$ _____

Line 8 plus any amounts in Column C (amounts voted above recommended) is the allowable increase to budget committee's recommended budget. Enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

2009 TAX ALLOCATION



2009 TAX RATE

School	\$12.54	School	\$1,881.00
Town	2.28	Town	342.00
County	0.90	County	135.00
	<u>\$15.72</u>		<u>\$2,358.00</u>

2009 SUMMARY INVENTORY

Value of Land Only

Current Use	\$ 503,926	
Conservation Restriction	2,129	
Residential	368,541,600	
Commercial	<u>12,685,900</u>	
Total Land		\$381,733,555

Value of Buildings Only

Residential	\$532,578,500	
Manufactured Housing	7,150,900	
Commercial	<u>18,860,500</u>	
Total Buildings		558,589,900

Utilities	<u>27,877,500</u>
-----------	-------------------

Total Valuation before exemptions	\$968,184,755
-----------------------------------	---------------

Less Improvements to Assist Persons w/Disabilities	<u>82,600</u>
--	---------------

Modified Assessed Valuation of all Properties	\$968,102,155
---	---------------

Less Exemptions

Blind	\$ 60,000	
Elderly	<u>3,071,050</u>	
Total Exemptions		\$ <u>3,131,050</u>

Net Valuation on which rate for Municipal/Court/Local	\$964,971,105
---	---------------

Less Utilities	<u>27,861,300</u>
----------------	-------------------

Net Valuation on which rate for State Education	\$937,109,805
---	---------------

TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2009

DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR 2009	PRIOR LEVIES		
			2008	2007	2006+
Property Taxes	#3110	xxxxxx	\$ 607,407.28	\$ 0.00	\$ 0.00
Resident Taxes	#3180	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	xxxxxx	\$ 580.16	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Prior Years' Credits Balance**		(\$ 617.00)			
This Year's New Credits		(\$ 39,172.19)			

TAXES COMMITTED THIS FISCAL YEAR

Property Taxes	#3110	\$ 15,018,973.14	\$ 0.00
Resident Taxes	#3180	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	\$ 1,540.00	\$ 122,000.00
Timber Yield Taxes	#3185	\$ 4,460.45	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	\$ 3,317.14	\$ 0.00
Utility Charges	#3189	\$ 0.00	\$ 0.00
Betterment Taxes		\$ 0.00	\$ 0.00

FOR DRA USE ONLY

OVERPAYMENT REFUNDS

Property Taxes	#3110				
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Credits Refunded		\$ 39,789.19			
Interest - Late Tax	#3190	\$ 6,601.14	\$ 26,963.47	\$ 0.00	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 15,034,891.87	\$ 756,950.91	\$ 0.00	\$ 0.00

*This amount should be the same as the last year's ending balance. If not, please explain.

**Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

**The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397

TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2009

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2009	2008	2007	2006+
Property Taxes	\$ 14,508,552.08	\$ 263,383.19	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 1,540.00	\$ 47,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 501.66	\$ 580.16	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,601.14	\$ 26,963.47	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 3,317.14	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 344,024.09	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	\$ 0.00			

ABATEMENTS MADE

Property Taxes	\$ 5,310.14	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 75,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 2,304.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 502,806.92	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 3,958.79	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Property Tax Credit Balance*	\$ 0.00	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 15,034,891.87	\$ 756,950.91	\$ 0.00	\$ 0.00

*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)

TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2009

DEBITS

UNREDEEMED & EXECUTED LIENS	2009	PRIOR LEVIES		
		2008	2007	2006+
Unredeemed Liens Beginning of FY		\$ 0.00	\$ 97,837.43	\$ 22,144.48
Liens Executed During FY	\$ 0.00	\$ 361,983.23	\$ 0.00	\$ 0.00
Unredeemed Elderly Liens Beg. of FY		\$ 0.00	\$ 0.00	\$ 0.00
Elderly Liens Executed During FY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 11,078.94	\$ 7,448.90	\$ 5,449.73
TOTAL LIEN DEBITS	\$ 0.00	\$ 373,062.17	\$ 105,286.33	\$ 27,594.21

CREDITS

REMITTED TO TREASURER		2009	PRIOR LEVIES		
			2008	2007	2006+
Redemptions		\$ 0.00	\$ 233,647.70	\$ 45,016.22	\$ 17,288.04
Interest & Costs Collected	#3190	\$ 0.00	\$ 11,078.94	\$ 7,448.90	\$ 5,449.73
Abatements of Unredeemed Liens		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Liens Deeded to Municipality		\$ 0.00	\$ 4,920.11	\$ 4,586.23	\$ 4,856.44
Unredeemed Liens End of FY	#1110	\$ 0.00	\$ 123,415.42	\$ 48,234.98	\$ 0.00
Unredeemed Elderly Liens End of FY		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL LIEN CREDITS		\$ 0.00	\$ 373,062.17	\$ 105,286.33	\$ 27,594.21

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a) ? _____

TAX COLLECTOR'S SIGNATURE _____ DATE _____

Theresa L. Briand

Town Clerk's Report

January 1, 2009 through December 31, 2009

Disposal Fees	\$3,035.00
Dogs Licenses	\$6,499.00
State of New Hampshire	\$3,711.50
Duplicate Tags	\$1.50
Fines and Penalties	\$5,165.00
Dredge & Fill Permits	\$10.00
Voter Checklists	\$268.00
Incorporation Filings	\$5.00
Motor Vehicles Registrations	\$1,193,091.57
State of New Hampshire	\$399,996.49
Electronic Registration fee (due to software company)	\$1,246.90
Municipal Agent Fees	\$28,503.54
Titles	\$2,864.00
Boats	\$18,962.07
Photocopies	\$10.00
Pole Permits	\$20.00
Postage	\$7,782.77
Hunting & Fishing Licenses	\$37.00
State of New Hampshire	\$1,338.00
Returned-Check Fees	\$645.70
UCC's	\$840.00
Vital Records	
Marriage Licenses - Town	\$168.00
State of New Hampshire	\$912.00
Certified Copies - Town	\$545.00
State of New Hampshire	\$1,034.00
Parking Tickets	\$245.00
	Included in Office Deposits
	\$1,676,937.04
	Total Receipts
	\$1,676,937.04

A true record of Town Clerk receipts, attest:

Theresa L. Briand

Town Clerk

January 20, 2010

TOWN CLERK AND TAX COLLECTOR ANNUAL REPORT

Motor Vehicle Registrations: Residents of Litchfield have more options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card (MC, Disc or Amex), surf to www.litchfield.nh.gov and renew online using your routing and checking account number (your decals are mailed to you), or renew by mail using check and the renewal notices sent to you.

Litchfield is on-line with the State of New Hampshire so we are able to register vehicles up to 26,000 pound. We can issue vanity plates and we can renew those late renewals right here in our office.

Residents only have to write one check to the Town to pay for registrations now.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that *in addition to a bill of sale* a person registering a 1995 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station.

Inspection stickers for a vehicle renewal need to be in place by the 10th day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Every trailer and semi-trailer (including campers) with a registered weight of 3,001 pounds or greater shall be inspected (Saf-C 3209.06). Campers and motorcycles are to be inspected by July 1 of each year and will get a sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: www.egov.nh.gov/platecheck/pass.asp to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Salem or Concord.

Elections: There are three elections in 2010 March, September and November. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are

domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors.

Vital Records: The fee for a marriage license is \$45.00. There is a fee of \$12.00 for the first copy of a death, birth or marriage certificate and \$8.00 each for extra copies.

Dogs: There were 1,570 dogs licensed in 2009. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Resident's can renew dog licenses starting January 4th. Due to the budget restraints we will not be sending out a reminder notice. This year the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot. There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note to let us know. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2008 call the office and we can research your records. You may renew your dog's license via the mail or new this year the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to www.litchfield-nh.gov and click on the icon of the dog.

License fees: Puppies (3-7 months) or spayed/neutered over 7 months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65)	(for one dog) \$2.00

NH Hunting and Fishings Licenses and OHRV: January 2008 the Town Clerks office started issuing New Hampshire Hunting and/or Fishing License. October 2009 we started issuing OHRV Licenses.

Town Clerk/Tax Collector News: As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. This past year I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am happy to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. I do my best to keep everyone happy. My door is always open to anyone that has a suggestion.

Tax Collector Lien/Deed Calendar for 2009 *Dates and fees subject to change

Dec.-2009	Delinquent notice of all taxes owed	No charge
Jan.-2010	Notice of impending lien certified to property owners	\$18.00
	2nd or subsequent parcel	\$ 2.00
April-2010	Notice of impending tax deed certified to property owners	\$16.00
Feb. 12, 2010	Execution of Tax Lien	\$18.50
	2nd or subsequent parcel	\$ 8.00
Feb.-2010	Identifying mortgagee holders (for Liens)	\$13.00
Feb.-2010	Notice of executed tax lien to mortgagee holders	\$16.00
April-2010	Identifying mortgagee holders (for Deeding)	\$18.00
April-2010	Notice of impending tax deed to mortgagee holders	\$16.00
May 18, 2010	Execution of Tax Deed	\$10 plus recording fees

Town Clerk / Tax Collector Office Hours:

Monday 10:00 AM to 6:00 PM

Tuesday – Friday 7:30 AM to 3:00 PM

Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052

Phone: (603) 424-4045

Fax: (603) 424-8154

Email: txcollector4u@yahoo.com

Town Clerk/Tax Collector Office Calendar for 2009 *dates subject to change

January 1 2010	CLOSED – NEW YEAR’S DAY CLOSED
January 18, 2010	Martin Luther King – CLOSED also State Offices Closed
February 13, 2010	Deliberative Session – Town Campbell High 2:00 p.m.
February 15, 2010	President’s Day - CLOSED
March 1, 2010	Tax Lien Execution
March 9, 2010	Town Election Day – Office Open
April, 2010	Rabies Clinic – Location Fur & Feathers Rte 102
May 31, 2010	Memorial Day – OFFICE CLOSED
July 5, 2010	Independence Day – OFFICE CLOSED
September 6, 2010	Labor Day – OFFICE CLOSED
September, 2010	Annual Tax Collector conference – OFFICE OPEN
October, 2010	Annual Town Clerk conference – OFFICE OPEN
October 11, 2010	Columbus Day – OFFICE CLOSED
November 11, 2010	Veteran’s Day – OFFICE CLOSED
Nov. 25-Nov. 26, 2010	Thanksgiving Holiday – OFFICE CLOSED Office closes at 1:00 on Wednesday, Nov. 24th
December 24, 2010	Christmas Eve – OFFICE CLOSED
December 25, 2010	Christmas Day – OFFICE CLOSED

Respectfully Submitted

Theresa L. Briand, Town Clerk/Tax Collector

TREASURER'S REPORT

Escrow Accounts December 31, 2009

AMP Properties	\$ 5,522.38
Continental Paving Quarry	\$ 5,185.79
Continental Paving	\$ 2,084.05
Continental Paving	\$ 3,839.31
Continental Paving	\$ 3,883.80
Homes by Paradise	\$ 1,741.13
Carcon Company	\$ 881.04
Homes by Paradise	\$ 3,580.88
Homes by Paradise Moose Hollow	\$.30
110 Page Road LLC	\$ 939.93
VAB Properties	\$ 4,608.00
43 Cutler Road LLC	\$ 43.89
Robert Pace Homes LLC	\$ 959.70
Building Relationship LLC	\$ 893.71
Cooper Financia	\$26,735.36
Pinecreek Village LLC	\$ 376.38
Cutler & Page III	\$.72
R&D Londonderry Development LLC	\$ 5,112.16
Maurice B. Morin	\$ 2,767.62
Cutler & Page LLC	\$ 1,528.09
Stage Crossing LLC	\$ 8,926.84
Beverly McQuesten Boucher	\$ 3,720.35
Tim's Turf	\$ 1,389.71
Cutler & Page IV	\$ 2,782.95
Sanborn Development LLC	\$ 6,210.37
Maurice B. Morin	\$ 28,303.03
K&M Development	\$ 16,130.67

Closed Escrow Accounts December 31, 2009

Sawmill Brook	Page & Cutler II
F. Leary	E. Lavoie
Charbonneau	Vigeant
Empire Homes	S. Moheban
RJ Moreau	Annandale
Old English	Open Door Church
Litchfield Restoration Bond	J. Lovejoy
Etchstone	B. Savoie
Cooper Financial	D. Kehoe
Cooper Financial	B. Valley
K&A West	Rene Theroux
William Vessels	Fur-n-Feathers

TREASURER'S REPORT

December 31, 2009

General Fund

Certificate of Deposit	\$3,508,258.23
Checking Account	\$1,904,770.81
Outstanding Checks	
Accounts Payable	\$ 705,426.76
Outstanding Checks	
Payroll	\$ 6,933.51

TREASURER'S REPORT

Impact Accounts

December 31, 2009

Municipal	\$ 3,023.67
Fire	\$ 37,322.94
Police	\$ 7,423.11
Recreation	\$ 234,517.86
Library	\$ 43,423.77
Campbell High School	\$ 325,610.17
Elementary Schools	\$ 536,41.53
Road	<u>\$ 161,907.32</u>
Total	\$1,349,700.37

TREASURER'S REPORT

Other Accounts

December 31, 2009

Insurance-Library	\$ 2,056.24
Heritage	\$ 6,024.22
Sanborn – Blackbird	\$ 35,001.49

COMPARATIVE STATEMENT
Year Ending December 31, 2009

Account	Appropriation	Expended	Surplus Deficit
Executive	16,379.00	16,857.37	(478.37)
Administration	66,447.00	64,336.61	2,110.39
Town Meeting	15,635.00	12,565.46	3,069.54
Town Clerk	85,677.00	82,288.59	3,388.41
Voter Registration	1,820.00	997.60	822.40
Accounting & Auditing	225,259.00	215,282.29	9,976.71
Tax Collector	87,694.00	87,115.53	578.47
Treasury	8,298.00	8,383.10	(85.10)
Budget Committee	1,880.00	2,369.40	(489.40)
Legal Expenses	78,000.00	124,704.97	(46,704.97)
Personnel Administration	256,101.00	266,105.22	(10,004.22)
Planning Board	63,371.00	61,953.67	1,417.33
Zoning Board	3,148.00	1,984.09	1,163.91
General Gov't Buildings	62,316.00	68,773.42	(6,457.42)
Cemeteries	1,650.00	1,600.00	50.00
Insurance	51,530.00	51,530.00	0.00
Contingency	51,252.00	11,640.75	39,611.25
Police Department	1,093,466.00	1,106,193.84	(12,727.84)
Ambulance Service	35,000.00	33,537.70	1,462.30
Fire Department	554,468.00	542,770.36	11,697.64
Code Enforcement	72,283.00	68,725.13	3,557.87
Emergency Management	17,900.00	8,011.47	9,888.53
Highway Administration	15,460.00	26,331.95	(10,871.95)
Highways & Streets	734,309.00	697,527.36	36,781.64
Street Lighting	12,000.00	18,502.78	(6,502.78)
Sanitation Administration	75,305.00	76,591.76	(1,286.76)
Sanitation	285,983.00	236,012.45	49,970.55
Health Administration	1,985.00	1,601.70	383.30
Mosquito District	25,865.00	27,455.08	(1,590.08)
Animal Control	17,338.00	16,422.22	915.78
Health Agencies	11,495.00	11,495.00	0.00
Vendor Payment-Welfare	41,500.00	23,158.62	18,341.38
Parks & Recreation	87,084.00	62,972.43	24,111.57
Library	169,018.00	161,388.01	7,629.99
Patriotic Purposes	745.00	1,465.96	(720.96)
Cable Advisory Committee	22,250.00	18,470.84	3,779.16
Conservation	4,185.00	2,587.74	1,597.26
Interest TAN	1.00	0.00	1.00
Other Improvements	0.00	2,800.00	(2,800.00)
Totals	4,354,097.00	4,222,510.47	131,586.53

DETAIL EXPENSE REPORT 2009

EXECUTIVE

Appropriation		16,379.00
Expended:		
	Selectmen's Salaries	8,580.00
	Selectmen's Expense	900.00
	Public Notices & Ads	992.63
	Recording Fees	10.00
	Cell Phone Charges	439.42
	Printing	0.00
	Dues & Subscriptions	5,920.22
	Florals/Memorials	0.00
	Postage	15.10
	Total	<u>16,857.37</u>
Suplus/(Deficit)		(478.37)

ADMINISTRATION

Appropriation		66,447.00
Expended:		
	Admiin. Assistant	59,977.47
	Health Insurance	3,807.05
	Dental Insurance	265.12
	Short-term Disability	192.78
	Mileage & Tolls	94.19
	Total	<u>64,336.61</u>
Suplus/(Deficit)		2,110.39

TOWN MEETING

Appropriation		15,635.00
Expended:		
	Ballot Clerks	616.36
	Election Workers	159.98
	Moderator	328.00
	Public Notices & Ads	135.00
	Optech Program	691.00
	Voting Booth Setup Charge	175.00
	Printing	575.00
	Annual Town Report	7,775.00
	Office Supplies	87.72
	Ballots	2,022.40
	Total	<u>12,565.46</u>
Suplus/(Deficit)		3,069.54

TOWN CLERK

Appropriation

85,677.00

Expended:

Deputy Town Clerk	18,750.46
Clerk Wages	13,577.33
Town Clerk Salary	25,742.82
Overtime Deputy	146.75
Overtime Clerk	87.01
Health Insurance	10,764.65
Dental Insurance	989.54
Short-term Disability	330.42
Software Support	3,033.00
Postage Meter	342.00
Dues & Subscriptions	45.00
Office Supplies	872.04
Dog Tags & License Forms	301.23
Postage	4,333.93
Equipment Repair/Mainte	27.97
Copier Charges	240.83
Equipment Purchases	674.98
Mileage & Tolls	1,555.28
Seminars & Conventions	473.35
Total	<u>82,288.59</u>

Suplus/(Deficit)

3,388.41

VOTER REGISTRATION

Appropriation

1,820.00

Expended:

Supervisor Salaries	970.20
Postage	<u>27.40</u>
Total	997.60

Suplus/(Deficit)

822.40

ACCOUNTING & AUDITING

Appropriation

225,259.00

Expended:

Sec/Bookkeeping Staff	82,930.64
Overtime Sec/Bookkeeping	5,522.95
Health Insurance	18,472.66
Dental Insurance	1,153.01
Short-term Disability	641.70
Tax Map Update	
Telephone	5,713.70
Software Support	4,447.00

Consulting Services	23,004.90
Payroll Services	8,200.87
Equip. Maint. Contract	2,579.31
Printing	953.47
Dues & Subscriptions	1,040.51
Office Supplies	3,790.81
Postage	520.76
Equipment Repair/Maint	99.95
Equipment Purchases	449.99
Auditing Services	6,606.45
Assessing Services	49,153.61
Total	<u>215,282.29</u>

Suplus/(Deficit)

9,976.71

TAX COLLECTOR

Appropriation
Expended:

87,694.00

Deputy Tax Collector	18,750.43
Clerk Wages	13,577.81
Tax Collector Salary	25,742.83
Overtime Deputy	145.90
Overtime Clerk	87.25
Health Insurance	11,759.69
Dental Insurance	967.05
Short-term Disability	330.49
Property Title Research	3,539.66
Public Notices & Ads	
Recording Fees	601.37
Software Support	3,091.00
Postage Meter	342.00
Dues & Subscriptions	30.00
Office Supplies	902.80
Postage	4,552.88
Equipment Repair/Maint	27.98
Copier Charges	296.77
Mileage & Tolls	1,460.07
Seminars & Convention	909.55
Total	<u>87,115.53</u>

Suplus/(Deficit)

578.47

TREASURY

Appropriation		8,298.00
Expended:		
	Treasurer Salary	6,346.00
	Trustees Salaries	260.04
	Safety Deposit Box Rental	95.00
	Office Supplies	114.62
	Postage	1,155.60
	Mileage & Tolls	411.84
	Total	8,383.10
Suplus/(Deficit)		(85.10)

BUDGETING

Appropriation		1,880.00
Expended:		
	Public Notices & Ads	85.65
	Secretarial/Steno Services	2,208.75
	Seminars	75.00
	Total	2,369.40
Suplus/(Deficit)		(489.40)

LEGAL EXPENSE

Appropriation		78,000.00
Expended:		
	Town Attorney Retainer Fee	66,060.47
	Litigation Fees	24,187.50
	Claim, Judgement/Settlement	33,482.00
	Collective Bargaining	975.00
	Total	<u>124,704.97</u>
Suplus/(Deficit)		(46,704.97)

PERSONNEL ADMINISTRATION

Appropriation		256,101.00
Expended:		
	Social Security Taxes	69,608.81
	Medicare Taxes	27,544.39
	Employee Retirement	30,187.93
	Firefighter Retirement	19,000.57
	Police Retirement	84,477.14
	Unemployment	172.56
	Workers Compensation	35,113.82
	Total	266,105.22
Suplus/(Deficit)		(10,004.22)
Suplus/(Deficit)		(10,004.22)

PLANNING BOARD

Appropriation		63,371.00
Expended:		
	Admin. Assistant	23,933.07
	Health Insurance	6,766.90
	Dental Insurance	532.74
	Public Notices & Ads	512.99
	Secretarial/Steno Services	2,289.00
	NRPC Planner	21,585.00
	Printing	209.00
	NRPC Dues	5,841.00
	Office Supplies	104.29
	Postage	77.14
	Mileage & Tolls	72.54
	Seminars	30.00
	Total	<hr/> 61,953.67
Suplus/(Deficit)		1,417.33

ZONING BOARD OF ADJUSTMENT

Appropriation		3,148.00
Expended:		
	Secretary/Clerk	175.00
	Public Notices & Ads	485.93
	Secretarial Services	962.75
	Dues & Subscriptions	64.00
	Office Supplies	34.38
	Postage	162.03
	Seminars	100.00
	Total	<hr/> 1,984.09
Suplus/(Deficit)		1,163.91

GENERAL GOVERNMENT BUILDINGS

Appropriation		62,316.00
Expended:		
	Custodian	12,175.01
	Pay Phones	200.00
	Electricity	15,727.95
	Propane Gas	11,471.44
	Water Charges	1,995.75
	HVAC Maint. Contract	334.00
	Water System Maint.	533.50
	Floor Cleaning	1,837.99
	TH/PS Alarm System	957.60

Generator Maintenance	560.00
TH/PS Tel Maintenance	906.75
Equipment Rental	1,140.00
Trash Container Services	2,207.59
Bldg. Maint & Repairs	2,648.89
Eqt. Repair & Maint.	2,156.42
Generator Diesel Fuel	786.95
Custodial Maint Supplies	1,875.67
Pest Control Spraying	250.00
Lawn Maintenance	2,840.00
Fire Alarm Phone System	786.33
Computer System Maint	7,381.58
Total	<u>68,773.42</u>

Suplus/(Deficit)	(6,457.42)
------------------	------------

CEMETERIES

Appropriation	1,650.00
---------------	----------

Expended:

Pinecrest Cemetery Maint	800.00
Center Cemetery Maint	0.00
Hillcrest Cemetery Maint	800.00
Total	<u>1,600.00</u>

Suplus/(Deficit)	50.00
------------------	-------

INSURANCE

Appropriation	51,530.00
---------------	-----------

Expended:

Property & Mobile Eqt.	6,234.00
Auto Insurance	12,598.00
General Liability	18,090.00
Law Enforcement Liability	12,019.00
Crime Insurance	657.00
Additional Limits	1,932.00
Total	<u>51,530.00</u>

Suplus/(Deficit)	0.00
------------------	------

OTHER GENERAL GOVERNMENT

Appropriation		51,252.00
Expended:		
	Contingency Fund	11,640.75
	Default Budget Supllus Adj	0.00
	Total	11,640.75
Suplus/(Deficit)		39,611.25

POLICE DEPARTMENT

ADMINISTRATION

Appropriation		231,439.00
Expended:		
	Police Chief Salary	72,397.89
	Lieutenant Wages	57,598.36
	Overtime Lientenant	6,084.79
	Lieutenant Training Wages	1,893.31
	Lieutenant Court Wages	316.68
	Uniform Allowance	800.00
	Health Insurance	27,475.36
	Dental Insurance	2,478.02
	Short-term Disability	791.70
	Uniforms & Accessories	352.45
	Public Notices & Ads	452.00
	Telephone	16,522.54
	Pre-employ Phy/Testing	6,650.00
	Prosecutor Contracted	14,538.44
	Eqt. Maint. Contract	560.30
	Dues & Subscriptions	1,865.56
	Community Relations	229.00
	Recruitment	30.00
	Office Supplies	3,782.18
	Postage	376.11
	Seminars & Conventions	4,909.95
	Total	220,104.64
Suplus/(Deficit)		11,334.36

CRIME CONTROL & INVESTIGATION

Appropriation

154,885.00

Expended:

Sergeant Wages	121,123.20
Sergeant Overtime	15,732.40
Sergeant Training Wages	1,975.80
Sergeant Court Wages	3,041.40
Photo Lab Services	
Eqt. Maintenance Contract	11,285.39
Film & Photo Supplies	428.72
Minor Tools & Supplies	4,612.23
Equipment Purchases	1,183.71
Seminars	125.00
Total	<u>159,507.85</u>

Suplus/(Deficit)

(4,622.85)

TRAFFIC CONTROL

Appropriation

528,014.00

Expended:

Master Patrolman Wages	88,980.66
Patrolman Wages	160,055.18
Special Officers	83,835.57
Master Patrolman OT	21,987.84
Patrolman OT	24,729.65
Patrolman Training	4,927.71
Patrolman Court	3,067.29
M Patrolman Training	2,843.50
M Patrolman Court	2,733.69
Uniform Allowance	4,100.00
Health Insurance	73,771.72
Dental Insurance	7,174.21
Short-term Disability	1,981.76
Long-term Disability	2,786.12
Life Insurance	217.60
Uniforms & Accessories	870.79
Radar Certification	484.51
Vehicle Fuel	27,852.42
Vehicle Repairs/Maint	10,957.90
Tire Purchases	2,325.12
Radio Installation & Repair	4,246.50
Cruiser Purchases	30,283.14
Seminars	2,592.66
Property Damage Claims	1,000.00
Total	<u>563,805.54</u>

Suplus/(Deficit)

(35,791.54)

TRAINING		
Appropriation		3,000.00
Expended:	2,671.58	
	Amunition	
Suplus/(Deficit)		328.42

SUPPORT SERVICES		
Appropriation		171,128.00

Expended:		
	Sec/Dispatcher Wages	55,798.51
	FT Sec/Dispatcher Training	
	PT Sec/Dispatcher	25,551.71
	PT Sec/Dispatcher Training	
	Sec/Dispatcher Overtime	233.76
	Uniform Allowance	800.00
	Health Insurance	24,104.49
	Dental Insurance	2,591.37
	Short-term Disability	1,337.36
	Long-term Disability	1,306.20
	Life Insurance	32.00
	Uniform & Accessories	1,015.00
	Emerg. Response Team	5,000.00
	Dispatch Service Contract	37,756.00
	Medical Service Charges	150.00
	Internet Maint. Contract	157.55
	Printing	25.55
	Eqt Repair/Maint	18.00
	Total	155,877.50
Suplus/(Deficit)		15,250.50

POLICE GRANTS		
Appropriation		5,000.00
Expended:	4,226.73	
	Police Grants	
Suplus/(Deficit)		773.27

AMBULANCE

Appropriation		35,000.00
Expended:	33,537.70	
	Ambulance Service Charges	
Suplus/(Deficit)		1,462.30

FIRE DEPARTMENT

ADMINISTRATION

Appropriation	29,019.00
---------------	-----------

Expended:

Fire Chief	1,866.00
Uniforms & Accessories	385.69
Contracted Secretarial	1,600.00
Telephone	8,267.95
Computer Software Cont.	1,532.63
Pre-employment Phy/Tests	206.75
Printing	1,002.51
Dues & Subscriptions	1,493.01
Office Supplies	731.02
Postage	92.00
Copier Charges	897.34
Computer Eqt. Purchases	1,908.29
Chief's Vehicle Lease/Purch	8,995.00
Total	28,978.19

Suplus/(Deficit)	40.81
------------------	-------

FIRE FIGHTING

Appropriation	386,488.00
---------------	------------

Expended:

Firefighter/EMT Wages	98,939.00
Call Firefighters	82,530.87
Coverage for FT Firefighter	7,998.78
Saturday/Sunday Coverage	20,495.33
Overtime Firefighter	14,983.76
Health Insurance	17,774.07
Dental Insurance	1,716.00
Short-term Disability	4,051.28
Uniforms & Accessories	2,888.01
Fire Pump Service & Cert	4,411.95
Foam & Extinguisher Support	1,784.30
Vehicle Fuel	3,017.33
Diesel Fuel	10,017.00
Provisions	921.34
Minor Tools & Supplies	398.80
Equipment Purchases	34,731.20
Fire Tanker/Truck Lease	59,565.07
Property Damage Claims	564.32
Total	366,788.41

Suplus/(Deficit)	19,699.59
------------------	-----------

FIRE PREVENTION

Appropriation 500.00

Expended:

FD Community Relations 384.00

Surplus/(Deficit) 116.00

TRAINING

Appropriation 41,411.00

Expended:

Training Wages 30,651.98

Training Classes 10,742.98

Training Eqt Purchases 972.43

Mileage & Tolls 590.09

Total 42,957.48

Suplus/(Deficit) (1,546.48)

COMMUNICATIONS

Appropriation 15,700.00

Expended:

Dispatch Service Contract 7,450.00

Comm Eqt Maint Contract 2,368.93

Portable Radio Batteries 1,199.37

Radio Installation & Repair 5,637.91

Total 16,656.21

Suplus/(Deficit) (956.21)

REPAIR SERVICES

Appropriation 41,100.00

Expended:

Equipment Repair Wages 1,767.45

Equipment Repair/Maint 2,454.48

Air Compressor Serv Cont 631.30

Scott Air Pack Maint Cont 1,971.56

Vehicle Repair/Maint 39,283.87

Tire Purchases 2,514.78

Minor Tools & Supplies 443.35

Total 49,066.79

Suplus/(Deficit) (7,966.79)

MEDICAL SERVICES

Appropriation 7,700.00

Expended:

Oxygen Tank Refills	544.99
Medical Eqt Maintenance	231.20
Medical Supplies	2,924.03
Medical Equipment	3,059.83
Total	<u>6,760.05</u>

Suplus/(Deficit) 939.95

FIRE STATION

Appropriation 17,850.00

Expended:

Electricity	5,615.29
Heating Oil	4,941.68
Station Repair/Maintenance	4,658.83
Custodial Maint Supplies	937.81
Septic Tank Cleaning	272.00
Furniture/Fixture Purchases	199.51
Total	<u>16,625.12</u>

Suplus/(Deficit) 1,224.88

INCIDENT & FIRE INVESTIGATION

Appropriation 1,700.00

Expended:

Investigation Schooling	0.00
Equipment Purchases	3,648.76
Total	3,648.76

Suplus/(Deficit) (1,948.76)

WARRANT ARTICLES

Appropriation 13,000.00

Expended: 10,905.35

Paramedic Training

Suplus/(Deficit) 2,094.65

CODE ENFORCEMENT

Appropriation 72,283.00

Expended:

Code Enforce. Salary	54,121.55
Temp. Inspect. Wages	1,906.00
Dental Insurance	444.90
Short-term Disability	434.77
Telephone	855.03

Printing	499.75
Dues Licenses & Subscrip	1,725.00
Office Supplies	444.83
Vehicle Fuel	856.04
Vehicle Repair/Maint	185.91
Code Materials	501.75
Equipment Purchases	127.98
Vehicle Lease/Purchase	6,451.62
Seminars & Conventions	170.00
Totals	<u>68,725.13</u>

Suplus/(Deficit)		3,557.87
------------------	--	----------

EMERGENCY MANAGEMENT

Appropriation		17,900.00
Expended:		

Emergency Planning	1,871.63
Haz Mat District Assess	5,773.29
Equipment Purchases	366.55
Total	<u>8,011.47</u>

Suplus/(Deficit)		9,888.53
------------------	--	----------

HIGHWAY AND STREETS

Road Agent's Office		
Appropriation		3,360.00
Expended:		

Road Agent Salary	760.00
Public Notices & Ads	898.11
Telephone	1,468.11
Dues & Subscriptions	45.00
Office Supplies	207.41
Postage	33.05
Equipment Purchases	124.08
Seminars	8.00
Total	<u>3,543.76</u>

Suplus/(Deficit)		(183.76)
------------------	--	----------

ENGINEERING

Appropriation		12,100.00
Expended:		

Consulting Engineer Serv	22,788.19
--------------------------	-----------

Suplus/(Deficit)		(10,688.19)
------------------	--	-------------

ROAD MAINTENANCE PROJECTS

Appropriation		23,000.00
Expended:		
	Culvert Replacement	0.00
Suplus/(Deficit)		23,000.00

ROAD MAINTENANCE

Appropriation		313,191.00
Expended:		
	Workmen Wages	56,088.30
	Workmen Overtime	5,985.03
	Uniforms & Accessories	
	Electricity	2,104.89
	Propane Gas-Garage Heat	6,817.18
	Eqt. Rental Charges	
	Equipment Hire	115,198.84
	Pavement Striping/Markings	7,473.15
	Tree Removal	3,100.00
	Road Sweeping	7,012.50
	Road Maint/Improvements	62,943.92
	Eqt Repair/Maintenance	9,945.23
	Vehicle Fuel	11,452.99
	Roadside Mowing	1,000.00
	Vehicle Repair/Maintenance	15,951.39
	Tire Purchases	1,988.46
	Gravel Purchases	473.55
	Asphalt/Cold Patch	2,025.44
	Signs, Posts & Accessories	2,169.99
	Minor Tools & Supplies	3,059.68
	Safety Equipment	818.07
	Vehicle Lease	5,999.00
	Total	<u>321,607.61</u>
Suplus/(Deficit)		(8,416.61)

STORM DRAINS

Appropriation		33,000.00
Expended:		
	Catch Basin Clean Outs	5,180.00
	Catch Basin Replacements	3,919.73
	Total	9,099.73
Suplus/(Deficit)		23,900.27

SNOW PLOWING / REMOVAL

Appropriation		111,740.00
Expended:		
	Building Repair/Maint	3,967.27
	Plow & Spreader Repairs	12,301.58
	Salt	91,293.37
	Sand	13,989.36
	Total	121,551.58
Suplus/(Deficit)		(9,811.58)

WARRANT ARTICLES

Appropriation		253,378.00
Expended:		
	Winter Circle Drainage	245,268.44
Suplus/(Deficit)		8,109.56

STREET LIGHTING

Appropriation		12,000.00
Expended:		
	Street Lights-Utility Fees	18,502.78
Suplus/(Deficit)		(6,502.78)

SANITATION**ADMINISTRATION**

Appropriation		75,305.00
Expended:		
	Facility Manager	37,937.71
	Assistant Manager	22,691.95
	Overtime Facility Manager	2,143.68
	Overtime Asst. Manager	1,398.91
	Health Insurance	9,135.20
	Dental Insurance	996.70
	Telephone	459.21
	Dues Northeast Resource	500.00
	Operations License Fee	1,290.71
	Mileage & Tolls	37.69
	Total	76,591.76
Suplus/(Deficit)		(1,286.76)

SOLID WASTE DISPOSAL

Appropriation		125,000.00
Expended:		
	Demolition Mat/Tire Dispos	105,731.13
Suplus/(Deficit)		19,268.87

INCINERATION

Appropriation		140,282.00
---------------	--	------------

Expended:

Incin Oper/Laborers	26,162.98
Incin Oper/Laborers OT	408.51
Clothing Allowance	879.74
Ash Testing	257.50
Pest Control Service	360.00
Electricity	10,776.21
Equipment Rental	
Building Repair/Maint	2,128.93
Eqt Repair/Maint	16,533.79
Gas and Oil	467.85
Diesel Fuel	1,912.15
Incinerator Unit Fuel Oil	27,002.31
Custodial Maint Supplies	137.92
Ash Disposal	12,284.60
Signs, Post & Accessories	755.00
Minor Tools & Supplies	1,044.12
Skid Loader Lease	8,486.84
Total	<u>109,598.45</u>

Suplus/(Deficit)	30,683.55
------------------	-----------

RECYCLING

Appropriation	14,830.00
---------------	-----------

Expended:

Propane Gas	2,725.14
Bldg Maint/Repair	428.67
Equipment Maintenance	
Recyclables - Disposal Fee	5,631.06
Electronics Recycling	5,850.00
Total	<u>14,634.87</u>

Suplus/(Deficit)	195.13
------------------	--------

HAZARDOUS WASTE

Appropriation	5,871.00
---------------	----------

Expended:

Residential Haz Waste	6,048.00
-----------------------	----------

Suplus/(Deficit)	(177.00)
------------------	----------

HEALTH DEPARTMENT

Appropriation 1,985.00

Expended:

Health Officer Salary	1,321.00
Water Analysis	185.00
Printing	40.70
Dues & Subscriptions	25.00
Seminars & Conventions	30.00
Total	<u>1,601.70</u>

Suplus/(Deficit) 383.30

MOSQUITO DISTRICT

Appropriation 25,865.00

Expended:

Public Notices	
Secretarial Services	551.25
Larval Habitat Documents	1,750.00
Larval Control Applications	3,000.00
Catch Basin Mapping	3,750.00
Specimen Testing & Report	18,120.00
Printing	59.75
Minor Tools & Supplies	169.55
Mileage & Tolls	54.53
Total	<u>27,455.08</u>

Suplus/(Deficit) (1,590.08)

ANIMAL CONTROL

Appropriation 17,338.00

Expended:

Animal Control Officer	10,582.00
Mileage Allowance	2,400.00
Uniforms & Accessories	148.84
Telephone	404.02
Electricity	2,155.38
Dues & Licenses	200.00
Office Supplies	99.88
Postage	88.00
Custodial Maint Supplies	139.23
Food & Accessories	74.52
Equipment Purchases	130.35
Total	<u>16,422.22</u>

Suplus/(Deficit) 915.78

HEALTH AGENCIES

Appropriation		11,495.00
Expended:		
	Big Brother/Big Sister	220.00
	Child Advocacy Center	1,100.00
	Visiting Nurses	8,250.00
	St Joseph Community	359.00
	Bridges	82.00
	Nashua Area Health Center	82.00
	Nashua Mediation Program	82.00
	Community Council	1,320.00
	Total	<u>11,495.00</u>
Suplus/(Deficit)		0.00

WELFARE

VENDOR PAYMENTS

Appropriation		41,500.00
Expended:		
	Prescription/Medical	71.85
	Electricity	1,425.52
	Heating Oil/Gas	199.90
	Groceries, Household Items	1,291.35
	Housing (lienable)	

PARKS AND RECREATION

ADMINISTRATION & PROGRAMS

Appropriation		1,635.00
Expended:		
	Public Notices & Ads	148.75
	Telephone	522.10
	Dues & Subscriptions	
	Office Supplies	
	Program Expenses	40.25
	Mileage	77.17
	Total	<u>788.27</u>
Suplus/(Deficit)		846.73

MAINTENANCE OF PARKS

Appropriation 46,510.00

Expended:

Groundskeeper Wages	1,576.26
Electricity Sprinkler System	1,236.94
Chem Toilet Rental	1,383.02
Field Mowing	15,204.50
Field Maintenance	11,358.62
Equipment Purchases	323.19
Total	<u>31,082.53</u>

Suplus/(Deficit) 15,427.47

MAINTENANCE OF RECREATIONAL FACILITIES

Appropriation 38,939.00

Expended:

Custodian Wages	3,321.18
Electricity - Talen Hall	4,634.06
Propane Gas - Talent Hall	8,601.37
Water Charges	874.02
Security Monitoring System	635.25
Trash Container Services	2,973.80
Building Repair/Maint	4,792.01
Ropes Course Repair/Maint	883.50
Custodial Maint Supplies	597.93
Septic Tank Cleaning	325.00
Minor Tools & Supplies	60.91
Equipment Purchases	3,402.60
Total	<u>31,101.63</u>

Suplus/(Deficit) 7,837.37

LIBRARY

Appropriation 169,018.00

Expended:

Library Director	46,058.33
Children's Librarian	26,773.39
Adult Services Librarian	27,550.23
Assistan Librarian	14,667.55
Custodian	3,235.88
Page Wages	5,644.31
Health Insurance	1,182.56
Dental Insurance	130.78
Telephone	891.94
Software Puchase/License	1,143.11

Electricity	4,471.33
Heating Oil	2,454.81
Equipment Maint Contract	3,638.43
Water Cooler Supplies/Serv	3.96
Trash Container Services	1,124.43
Dues & Subscriptions	689.48
Community Program	457.78
Postage	124.76
Library Supplies	1,691.95
Building Maint/Repairs	2,082.19
Equipment Repair/Maint	2,505.83
Custodial Maint Supplies	251.69
Septic Tank Cleaning	250.00
Sidwalk Maintenance	50.00
Reference Media Purchases	2,064.51
Books & Media	10,623.67
Periodicals	1,209.68
Equipmnet Purchases	17.99
Furniture/Fixture Purchases	59.99
Mileage & Tolls	216.70
Seminars	35.00
Story Hour Program	85.75
Total	<u>161,388.01</u>

Suplus/(Deficit)

7,629.99

PATRIOTIC PURPOSES

Appropriation
Expended:

745.00

Printing	31.99
Flags & Holders	1,132.14
Wreaths	237.00
Musicians	0.00
Flowers & Plants	15.00
Refreshments & Prizes	49.83
Total	<u>1,465.96</u>

Suplus/(Deficit)

(720.96)

CABLE ADVISORY COMMITTEE

Appropriation		22,250.00
Expended:		
	PEG Contracted Services	6,170.20
	Telephone/Internet Access	2,837.86
	Electricity/Heat	2,186.21
	Building Repairs/Maint	8.97
	Equipment Repairs/Maint	313.80
	Minor Tools & Supplies	376.80
	Equipment Purchases	6,577.00
	Total	<u>18,470.84</u>
Suplus/(Deficit)		3,779.16

CONSERVATION

Appropriation		4,185.00
Expended:		
	Property Management	19.78
	Consultant Fees	788.89
	Wildlife Sanctuary Lease	1.00
	Dues & Subscriptions	275.00
	Postage	23.56
	Minor Tools & Supplies	56.30
	Equipment Purchase	584.97
	Mileage & Tolls	108.23
	Seminars & Annual Mtg	200.01
	Youth Fishing Derby	530.00
	Total	<u>2,587.74</u>
Suplus/(Deficit)		1,597.26

DEBT SERVICE

Appropriation		1.00
Expended:		
Suplus/(Deficit)		1.00

HIGHWAY BLOCK GRANT

Fund Balance 12/31/08		483,884.00
2009 Revenues	177,297.00	
Available Fund 2009		661,181.00
Project Payments	87,984.00	
Fund Balance 12/31/09		573,197.00

PAYMENTS TO SCHOOL DISTRICT

2008-2009 School Appropriation Balance		4,071,632.80
Payments to School District	4,071,632.80	
Balance 2008-2009		0.00
2009-2010 School Appropriation		12,047,420.00
Payments to School	8,247,669.61	
Balance 2009-2010		3,799,750.39

COUNTY TAX

Hillsborough County Treasurer	871,669.00
-------------------------------	------------

OPERATING TRANSFERS OUT

Federal Withholding Taxes	199,507.31
FICA Employee Contributions	71,527.24
Medicare Employee Contributions	26,642.04
Charitable Contributions	161.00
Employee Retirement Contributions	17,211.29
Police Retirement Contributions	61,488.15
Fire Retirement Contributions	10,875.07
Anthem Blue Cross Health Insurance Premiums	14,698.86
MTHP Health Insurance Premiums	57,333.57
Delta Insurance Premiums	7,293.17
Colonial Insurance Premiums	292.50
Police Department Union Dues	4,912.88
Total Transfers	<u>471,943.08</u>

TRUSTEES OF TRUST FUNDS 2008 REPORT

Date of Creation	Name of Trust Fund	Purpose of Trust Fund	How Invested	Balance Beginning Yr.	Total Deposits	Total Withdrawals	Ending Balance	YT Int. Paid
1985	Capital Reserve	Town Celebration	Bank	2,322.00	0.00	0.00	2,328.31	6.31
1999	Capital Reserve	Farmland Development	Bank	118,756.96	0.00	0.00	119,079.59	322.63
2000	Capital Reserve	Fire Facilities	Bank	15,909.23	0.00	0.00	15,952.43	43.2
	Pinecrest Cemetary	Lot Maintenance	Common Trust	23,946.32	0.00	192.00	23,819.19	64.87
	Hillcrest Cemetary	Lot Maintenance	Common Trust	7,088.12	0.00	0.00	7,107.37	19.25
2005	School District Trusts	School Capital Improvement	Money Mkt.	51,199.11	0.00	0.00	52,140.38	141.27
2005	School District Trusts	Capital Education Fund	Money Mkt.	51,199.11	0.00	0.00	52,140.38	141.27
	Library Trust Fund	Arron Cutler Memorial Library	Bank	7,001.96	4,521.66	6,508.00	5,026.13	10.51
	Library Trust Fund	Arron Cutler Library-Arron	Bank	56,124.61	0	0.00	56,277.09	152.48

Due to limited information at time of prepapring this report for print, we will report any additions/ommissions with the next annual report as available

REPORT OF THE TRUST FUNDS OF THE TOWN OF LITCHFIELD ON DECEMBER 31, 2009

Date of Creation	Name of Trust Fund	Purpose of Trust Fund	How Invested	Balance Beginning Yr.	Total Deposits	Total Withdrawals	Ending Balance	YT Int. Paid
1985	Capital Reserve	Town Celebration	Bank	2,328.31	0.00	0.00	2,330.56	2.25
1999	Capital Reserve	Fairland Development	Bank	119,079.59	0.00	0.00	119,194.27	114.68
2000	Capital Reserve	Fire Facilities	Bank	15,952.43	0.00	0.00	15,967.79	15.36
	Pinecrest Cemetary	Lot Maintenance	Common Trust	23,819.19	0.00	592.00	23,249.82	22.63
	Hillcrest Cemetary	Lot Maintenance	Common Trust	7,107.37	0.00	0.00	7,114.20	6.83
2005	School District Trusts	School Capital Improvement	Money Mkt.	52,140.38	0.00	0.00	52,190.59	50.21
2005	School District Trusts	Capital Education Fund	Money Mkt.	52,140.38	0.00	0.00	52,190.59	50.21
	Library Trust Fund	Arron Cutler Memorial Library	Bank	5,026.13	4,621.27	10,556.40	906.50-	2.50
	Library Trust Fund	Arron Cutler Library-Arron	Bank	56,277.09	0	0.00	56,331.29	54.2

Due to limited information at time of prepapring this report for print, we will report any additions/ommissions with the next annual report as availabl.e

2009 ANNUAL REPORT

LITCHFIELD BOARD OF SELECTMEN

The Board of Selectmen is pleased to provide this report to the citizens of Litchfield on the issues affecting our town as well as the activities and accomplishments during 2009.

The year began with the election of a new member to the Board of Selectmen, Steven Perry. Steve had served the town for many years as a member and most recently Chairman of the Planning Board. As well as a new Selectman, the March Town Meeting also brought with it a default budget. As a result of the default budget, the Board requested that all departments restrain spending as well as provide potential cuts from the default budget to ensure the 2009 expenditures of the town could be met. Cuts in select areas of the budget were made to cover the costs of health insurance and benefits for town employees that were inadvertently not included in the default presented to the voters by the Board. Town employees also went without a COLA (Cost Of Living Allowance) during the year due to the economic conditions although step increases for those employees who were eligible were accommodated. Overall, the Selectmen with the support of all departments maintained the level of service for the town under the default budget.

In April, the Board of Selectmen working with a Selection Subcommittee hired Linda Langille to manage the Board of Selectmen's office. Linda has served in many capacities for various town governments, most recently working for the community of Greenville. Both the Selection Subcommittee and the Board of Selectmen were impressed with Linda's extensive experience in the area of municipal management. Hitting the ground running, Linda had done an excellent job of organizing the Selectmen's office, increasing efficiency while cutting costs and organizing the town's financial ledgers. The hiring of an accounting firm to work with Linda to reconstruct the 2008 and 2009 books has brought the accounting documents of the town up to date. The Board of Selectmen have enjoyed working with Linda and look forward to the positive impact she will continue to make in the Selectmen's office.

During the summer, Horace Seymour, a past Town Treasurer went to trial for charges of theft. In front of a jury of his peers, he was found guilty of theft of the town's money and sentenced to significant jail time. While the case is now on appeal to the NH Supreme Court, he is serving his sentence handed down in Superior Court. The Selectmen continue to work with town counsel on the collection of these monies through our insurance coverage as well as a law suite against Mr. Seymour. To date, we have collected approximately \$80,000 of the estimated \$212,000 stolen from the town. In a separate legal action to those charges for which he was already found guilty, Mr. Seymour will be on trial again in 2010 on other charges filed by the NH Attorney General's office alleging theft from the town's Trust Funds.

Under the Federal Government's Stimulus Program, Litchfield was awarded the funds necessary to complete, at no cost to the residents the Albuquerque Avenue bicycle path. It was the opinion of the Board of Selectmen that the contributions of Mr. Roland Bergeron (past Road Agent, Building Inspection, Code Enforcement and Health Officer) to Litchfield and its citizens required a special recognition. By vote of the Board of Selectmen the bicycle path and pedestrian walkway was dedicate in memory of Roland and the name has been changed to the Roland Bergeron Bicycle and Pedestrian walkway. To commemorate this dedication, the Board of Selectmen was pleased to host Roland's family including Mrs. Bergeron, Governor Lynch and Deputy Commissioner Christopher Clement on September 16th for the dedication of a brass plaque memorial next to the path at Town Hall and to break ground for the final construction of the path. Litchfield's Senate and House Delegations presented letters of resolution to the Mrs. Bergeron in front of a very large crowd of Roland's family and friends as well as many town officials.

On September 19th the town took a break, came together and celebrated the 275th anniversary of our founding by hosting a large parade and gathering at the old town hall and Griffin School. This event would not have been possible without the efforts, hard work and dedication of the 275th Committee who collected money, planned the event and organized everything. Hundreds of citizens participated in this all day activity that was also attended by Governor Lynch and many of our State Representatives and Senator. A letter of congratulations was sent to the town by President Obama as well as Resolutions from the Governor and Executive Council and the NH House and Senate were presented to the town. This was a historic event for the town that will be long remembered. The Selectmen wish to recognize and thank the volunteers for all the hard work and efforts to pull this event together.

Several actions by the Board of Selectmen were taken to correct issues within our town during the year. It was brought to the attention of the Selectmen that the town was delinquent in compliance with the election of Cemetery Trustees. The Board, in recognition of this reached out to the existing Cemetery Associations in town to correct this problem. Town Counsel as well as a representative of the NH Attorney General's office was brought in to discuss and advise the Board and the Associations on what needed to be done. Due to this recognition, you will see on the March 2010 ballot the election of three (3) Cemetery Trustees. The Board wishes to publically thank all of the Cemetery Association directors for their hard work and dedication in managing the town's cemeteries over these many years.

As presented at the 2009 Town Meeting, the Selectmen continued to have significant concerns with the culvert over Chase Brook at the very southern end of Albuquerque Avenue. Road Agent Pinciario has found the culvert to have collapsed during his work in consultation with engineers who excavated the road surface and sent inspectors into the culvert. Based upon the engineer's recommendation, the Selectmen have limited traffic using that section of road to a 10-ton weight limit to prevent further damage. This road culvert is a main thoroughfare in the community and the weight

limit of the culvert has significant implications for emergency management vehicles (fire and ambulance) as well as school buses, etc. This issue continues into 2010 and is being watched closely by the Road Agent and Board of Selectmen.

It was the belief of the Board of Selectmen that a change in the town's independent auditors was necessary. The existing auditors had served the town for many years and it was felt that a new auditor would be appropriate by bringing new eyes to this important job. To accomplish this, the Board interviewed many administrators, finance directors and officials from other communities for their experience with auditing firms. We have selected Melanson Heath Associates who will complete the 2008 and 2009 audits for Litchfield. Complicating the audit for these years is the need to preserve some criminal evidence and confidentiality as requested by the Attorney General's office. The Board of Selectmen is working with town counsel and the Attorney General's office to release information to Melanson Heath Associates to allow them to complete their work. Independent auditors perform their function to provide the citizens with an unbiased evaluation of our town's financial situation.

As citizens of the town may know, the relationship of the Board of Selectmen and the Chief of Police was strained over the past several years resulting in several law suits between the Chief and the town. It was the opinion of the Board of Selectmen that these suits strained the relationship between the Chief and the Board and divided the town. It was the belief of both the Chief and the Board that in the best interests of Litchfield, settlement of all suits was needed and necessary. As such, early in 2009 the town and the Chief settled all law suits by mutual agreement. This brought to an end the discord between the Chief and the Board and allows both parties to move forward in the best interests of Litchfield. Copies of the settlement are available at the Town Clerk's office.

The Board of Selectmen in working with Road Agent Pinciario, evaluated the needs of the Highway department. Based upon these needs, the Selectmen purchased a plow truck as well as small tractor using available and close to expiring impact fees. These fees are paid by new development to accommodate the impact to infrastructure created by the development. Impact fees have a set life and must be used prior to their expiration or returned to the developer. It is anticipated that the use of this additional town truck and tractor will save the town money in plowing, sweeping and mowing costs associated with the Bergeron Bike and Pedestrian path and our roads.

Lastly, as a result of an EPA (Environmental Protection Agency) mandate, the town has been directed by the State to improve our Incinerator stack effluent or to shut down the incinerator by the end of 2010. In 2008, the Selectmen commissioned a study group to look at this problem. It is the recommendation of the study group that the incinerator should be shut down and in its place a compacted, solid waste handling facility instituted. Work for design and costing was carried out in 2009 and the results of that work presented to the Selectmen and to the citizens at a public

hearing. That work is now part of the 2010 town budget and will be presented to the voters at Town Meeting in March.

The Board of Selectmen wishes to recognize the efforts of all our employees, department heads, town volunteers and officials in 2009. Without their efforts, our town government would not be able to provide the level of service to our community. As a board, we encourage each of you to take an active interest in your government by volunteering or participating in the process of town affairs.

Respectfully Submitted;

Frank A. Byron, Chairman
Andrew Santom, Vice-Chairman
M. Patricia Jewett
George Lambert
Steven Perry

Selectmen's Response to the 2009 Warrant Article 15

As amended: "To see if the town will vote to direct the Board of Selectmen to investigate the adoption of the provision of NH RSA 79 F(Taxation of Farm Structure and Land Under Farm Structures), to encourage the reservation[sic] of productive farms and associated structures and prevent the loss of farms and their associate structures due to property taxation at values incompatible with their usage and to report back to the 2010 Town Meeting."

As directed by the voters, the Board of Selectmen has considered the impact of RSA § 79-F **"Taxation of Farm Structures and Land Under Farm Structures"**, submitted by petition warrant article for consideration during the 2009 town meeting. This warrant article was amended to require the Board of Selectmen to evaluate the impact and provide a response during the 2010 town meeting.

As requested the Selectmen instructed the town's assessing firm, Avitar to evaluate the impact of enacting this tax exemption utilizing the town's tax maps, current use records and assessments. Please see the attached letter from Avitar.

Avitar responded that the implementation of this exemption would "...worst case, it appears you would lose \$69,300 in taxable value, however the building values would likely increase." Avitar went on to say, "...I can not see any real benefit or tax savings to the taxpayer. Further, implementing it has to be done on a case by case basis, as each building must have its replacement cost new less depreciation calculated at the time of application, making it a little cumbersome should you get several applicants."

Based upon Avitar's study, the Board of Selectmen voted to accept the recommendation of Avitar that the exemption provided under RSA § 79-F **"Taxation of Farm Structures and Land Under Farm Structures"** was of an insignificant impact to both the town and the property owner.

Respectfully submitted,

Litchfield Board of Selectmen

Avitar Associates of New England, Inc.

A Municipal Services Company

October 5, 2009

**Town of Litchfield
Linda Langille
Board of Selectmen
Two Liberty Way, Suite 1
Litchfield, NH 03052-2345**

Re: Adoption of RSA 79:F

Dear Linda & Board Members:

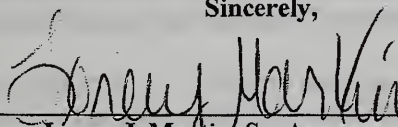
As requested, I have reviewed your current use records to determine the impact of adopting RSA 79:F. Currently, there are 14 properties out of 132 current use properties that have structures that may meet the statutory definition of "qualifying farm structure". As such, if they all qualified and applied, the building values may actually go up, as the statute indicates they now must be assessed at "replacement cost less depreciation", which may be more than we have indicated the contributory value of each. The land, utilizing a worse case scenario, estimated at one acre for each instance means potentially your assessment could go from \$77,000 total to \$7,700. However, because in each case the land under the qualifying structure is less than one acre and there is a size adjustment applied, the \$77,000 total assessment is a high estimation. So worst case, it appears you would lose \$69,300 in taxable value, however the building values would likely increase.

Quite honestly, while I understand the legislation, I can not see any real benefit or tax savings to the taxpayer. Further, implementing it has to be done on a case by case basis, as each building must have its replacement cost new less depreciation calculated at the time of application, making it a little cumbersome should you get several applicants.

I hope this is helpful in your decision-making process.

Please do not hesitate to contact me should you have questions or concerns.

Sincerely,


Loren J. Martin, Sr. Assessor, CNHA
President, Assessing Operations

LJM/sjc

150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
Northern Office: P.O. Box 307 • Milan, NH 03588 • (603) 449-2400
www.avitarofneinc.com

Aaron Cutler Memorial Library's 2009 Director's Report

Mission Statement

The mission of the Aaron Cutler Memorial Library is to offer materials, programs, and services, in a pleasant and welcoming environment, which will provide learning support for elementary, middle and high school students; satisfying recreational experiences for people of all ages; and opportunities for personal growth and development for people all ages.

Your Library at a Glance:

- Circulated 31,929 library items, an increase of 19.5% over last year.
- Visited by 16,339 library patrons, an increase of 12%.
- Hosted 6,445 patrons at library programs, an increase of 13%.
- Added 492 new patrons.
- Cataloged 993 new library materials for the collection, 875 purchased & 118 donated.
- Withdrew 530 out of date, lost, damaged, and non-circulating materials.
- Informed 7,885 visitors on www.cutlerlibrary.blogspot.com

New Services

We can't let a year go by without trying something new! The library now offers *Encyclopedia Britannica Online*, and *Britannica Kids Online*, for use in the library and at home through our website. Public Internet access finally became available in 2009, and an Early Literacy Computer (ELC) was added to the children's room. Containing over 45 pieces of educational software for children ages 2 to 10, the ELC has become a popular destination. And finally, New Hampshire Downloadable Audiobooks are now available in the iPod format.

Programming

As always, summer reading was the highlight of the year. The library offered "Summer Time and the Reading is Easy" for children ages 3-10, "Sink Your Teeth Into a Good Book" for tweens and teens, and "Get Your Green On" for adults. After months of preparation, the summer reading activities seemed to fly by at breakneck speed. Participation in these 96+ activities grew 34% over 2008, as 473 registrants visited the library over and over to take part in daily events. They read, entered contests, read, found answers to reference questions, crafted, read, and were entertained by the likes of balloon twisting artist Mr. Phil, Super Why from NHPTV, Reptiles on the Move, baseball mascot Stitches from the American Defenders, Isle of Doom Survivor and Wildlife Encounters. Much of this was made possible through the generous donations of 35 businesses and organizations that provided funding and prizes. A list of sponsors can be found on our website (search: sponsors).

After a few weeks of recuperation from summer reading activities, the library participated in the town's 275th Birthday Celebration. The parade route ended at the library where people browsed the Friends of the Library Book Sale, listened to Aiden's Clan perform celtic folk music, toured the library, and met historic characters Florence C. Center and Daniel Webster.

All Booked Up, our adult discussion group, met monthly. Their 2009 highlight was a 30 minute chat with author Lorna Landvik which coincided with their reading of *Patty Jane's House of Curl*. The group of about 12 meets the first Wednesday each month at 6:30.

Story Time continued to be held on Tuesday and Wednesday mornings for children ages 3-6, and a special monthly Pajama Story Time began in October for those families who cannot come to the library during the day.

September's Library Card Sign-Up Month was successful again this year. 100% of Mrs. Doucette's first grade class now have library cards, while overall, 50% of GMS first-graders are card holders.

Goodbye Old Library Cards

With the introduction of barcoded library cards in 2008, all of the old paper cards officially expired in February. Further, to comply with State Library reporting guidelines, all cards with no activity for 3 years were purged from our system, leaving us with a more accurate count of 2,209 current library users. This loss of over 3,000 card holders was a bit overwhelming, but prior to the automation of the circulation system, we had no way to account for families that moved, children who grew up, and other factors leading to disuse—unless they told us themselves. We now have a good base number to work from for the future.

Building Maintenance

Surface water drainage projects were completed this year with the re-grading of part of the front lawn, and the addition of an extra step at the approach to the emergency egress. The deteriorating front steps leading to the porch were also replaced due to drainage and safety issues. While these measures will not totally waterproof the building, they do help alleviate our ongoing concerns.

Community Support

The library relies on the support of the community for the extra touches that make the library a great place to visit. Special thanks go to:

- The Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, as well as our holiday greenery.
- The Friends of the Library for their annual 24/7 Porch Book Sale that put approximately 1,100 gently used books into the hands of the community, and their donations of 10 framed posters, activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), summer reading funds and prizes, and a wireless microphone with headset for summer story time on the lawn.
- The 69 individuals who provided the library with a helping hand when it was needed.

Return on Taxpayer Investment

Weighing taxpayer investment (\$169,018) against the cost for patrons to purchase the materials and services provided to them by the library in 2009 (\$490,016), taxpayers enjoyed a return on investment of \$320,998 or 190%.

An Open Invitation

If you know someone who has not been in the library in the last decade, please invite them to pay us a visit. Aside from being a beautiful building, the library has transformed in the last 10 years to a bright, cheerful space filled with current materials in high demand, staffed by friendly people who are all too happy to help you find what you need in-house, across the state or in cyberspace.

Respectfully submitted by,

Vicki Varick
Library Director

LIBRARY TRUSTEES 2009 REPORT

On behalf of the Aaron Cutler Memorial Library Trustees I am pleased to report that 2009 was a successful year for the library. The library continues to be a gathering spot in town for our residents who come to check out books to read, DVDs to watch and audio books to listen to. Many people have come in to take advantage of Internet service and other software that is available on our patron computers. Residents have taken part in the many programs offered from Book Clubs to Storytimes. We are extremely lucky to have a staff at the library that plans and carries out these activities for us. The library continues to work under a tight budget, and the staff works very hard to give patrons the most they can.

The Trustees welcomed a new staff member to the library this year. Leslie Crete was hired to fill the spot left opened by Ann McKillop. Alex Robinson took over as Adult Services Librarian and Leslie took the open position. Many thanks to Ann for her years of service to ACML and as always thanks to the rest of the staff including Carrie-Ann Pace, Alex, Leslie, Vicki Varick, our director, and our Library Pages; Amy Bois and Caitlyn Shafer for all that they do on a day to day basis to keep our library going.

The Trustees continued to oversee projects at the library including the installation of granite steps and an iron railing in the front of our building. These new steps were needed to replace old cement steps that were causing drainage and leaking problems. Many thanks to our local businesses that worked on our projects this year including Nowak Construction, DLB Paving, Larry's Woodshop and Tim's Turf. I would like to take this opportunity to thank our Building Committee chaired by Aimee Carignan and Vicki Varick who worked tirelessly on these projects.

I want to thank the rest of the Trustees who worked so hard all year. Gail Musco continued to serve as treasurer and Kristen Robert was our secretary again this year. Diane Jarry was always willing to serve in any capacity needed. Lynne Clifford continued to attend meetings as an alternate and was busy this year on the Personnel Committee. Lynne is also working to help rejuvenate the Friends of the Library program. Please stay on the lookout for upcoming activities that the Friends will be sponsoring. I am truly honored to work with such a wonderful group of people.

I would be remiss to not mention the wonderful role that the library played in the Town's 275th birthday celebration in September. The staff willingly rearranged their Saturday hours and schedules so the library could serve as a gathering spot during the festivities. The library was host to Aiden's Clan, a wonderful singing group that specialized in Irish music. The lawn was also host to an assortment of historical characters that were ready to meet and greet people as well as a wonderful used book sale run by Michele and Tom Kuegler.

As we look ahead to 2010, I can only imagine that the library will continue to serve the town of Litchfield in a rich and positive way.

Respectfully submitted,
Marilyn L. Soraghan, chairman
Aaron Cutler Memorial Library Trustees

AARON CUTLER MEMORIAL LIBRARY

TRUSTEES REPORT FOR 2009

RECEIPTS:

Interest	\$ 3.61
Fines	2,440.66
Copies/printer/fax fees	309.05
Replacement fees	254.76
Donations	69.65
Summer Reading Donations	1,075.00
Non-resident Cards	0
Trust Funds	10,556.40
Reimbursement of Expenses from Town	2,225.00
Miscellaneous	117.27
Balance on hand January 1, 2009	<u>4,334.62</u>
Total Receipts	\$21,386.02

EXPENDITURES:

Administrative Supplies	\$ 9.99
Building Maintenance	11,000.00
Gifts/Memorial/Bestowments	325.00
Replacement Materials	652.29
Summer Reading	963.40
Other Programming	111.60
Miscellaneous	<u>721.40</u>
Total Expenditures	\$13,783.68

Balance on hand as of December 31, 2009 \$7,602.34

Respectfully submitted,

Gail Musco
Treasurer,
Aaron Cutler Memorial Library Trustees

ANIMAL CONTROL 2009 ANNUAL REPORT

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department for calendar year 2009.

The Animal Control Department had a good year. There were no unusual incidents to mention.

This year I would like to talk about Licensing Dog/s. In Litchfield, there are approximately 1,600 Licensed Dogs. Each year, about 300 dogs don't get licensed on time. In 2009, 134 Civil Forfeitures were issued for unlicensed dogs, 26 for required Rabies Vaccination, and 96 Service Fees, for a total of \$4,480.00. To avoid any fees, please read the following and comply with the law.

Q. When are dog licenses due?

A. RSA 466:1 All dogs must be licensed at the Town Clerks office by April 30th of each year. The Town Clerk starts to license dogs in January, This gives the owner 4 months.

Q. What age should my dog be to be licensed?

A. RSA 466:1 All dogs 4 months old or over must be licensed. All dogs must have an up to date rabies vaccination before licenses are issued.

Q. Does my dog have to wear its tag?

A. RSA 466:1 Yes, all dogs must wear their tags that were issued with their license and rabies vaccination.

Q. How old should a dog be to get its first rabies vaccination?

A. RSA 436:100 Every dog 3 months of age and older shall be vaccinated against rabies. This also applies to cats and ferrets.

Q. How much does it cost to license my dog?

A. Non spayed / neutered dog \$9.00 ~ spayed / neutered dog \$6.50. There is discounted fees for group licenses (5 or more dogs) and 1 dog owned by senior citizens. There will be additional charges for licenses after April 30th.

Q. What happens if I don't license my dog/s?

A. RSA 466:13 The Animal Control Officer will issue a Civil Forfeiture for \$25.00 per dog. This must be paid to the Town Clerks office within 15 days, and said dog

must become licensed. Forfeitures not paid will result in a summons issued to appear in district court as a violation. (\$25.00 in addition if the rabies vaccination has expired).

If you have any questions on licensing your dog/s or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully submitted,
Gerry Pilon
Litchfield Police
Animal Control Officer

Civil Summons	2008	Revenue	2009	Revenue
Unlicensed Dog	105	\$2,625.00	134	\$3,350.00
Dogs Running At Large	8	\$350.00	4	\$100.00
Nuisance	1	\$100.00	0	
Menace	3	\$300.00	1	\$50.00
Vicious	3	\$600.00	0	
No Tags	0		0	
Rabies Vaccination	2	\$50.00	26	\$650.00
Kennel Fees	1	\$10.00	2	\$30.00
To Appear In Court	1	\$110.00	2	
Service Fee			96	\$480.00
Total	124	\$4,145.00	265	\$4,660.00

Warnings	2008	2009
Unlicensed Dog	303	47
Dogs Running At Large	52	59
Nuisance	28	37
Menace	6	0
Vicious	0	1
No Tags	0	13
Rabies Vaccination	0	3
Total	389	160

Wild Animal Calls	2008	2009
Bat	6	2
Bear	0	3
Beaver	0	3
Bird	6	6
Coyote	9	14
Deer	15	13
Fisher	12	5
Fox	16	21
Goose	1	0
Horse	6	4
Mink	0	0
Moose	0	0
Muskrat	0	0
Opossum	0	0
Porcupine	1	6
Rabbit	0	0
Raccoon	11	17
Skunk	18	16
Snake	1	2
Squirrel	0	3
Turkey	0	0
Turtle	0	0
Woodchuck	11	6
Other	0	2
Wild Animals Tested For Rabies	0	0
Birds Tested For West Nile	0	0
Trap Set For Wild Animal	0	6
Disposal Of Wild Animal	10	11
Total	123	140

Other Calls For Service	2008	2009
Calls About Cats	25	23
Cat Adoptions	0	0
Cat Bites Or Scratches	2	0
Cats Hit By Motor Vehicle	1	0
Cats To Another Shelter	0	0
Cats Euthanized	1	0
Cats Tested For Rabies	1	0
Cats Brought To Kennel	0	0
Stray / Abandoned Cats	0	0
Feral Cats	0	0
Trap Set For Cats	0	7
Dog Adoptions	1	0
Dog Bites	7	9
Dogs Hit By Motor Vehicle	0	1
Dogs Left In Motor Vehicle	1	0
Dogs To Another Shelter	0	0
Dogs Euthanized	0	2
Dogs Tested For Rabies	1	3
Dogs Picked Up	36	57
Dogs Brought To Kennel	19	26
Cruelty To Animals	0	3
Total	95	131
Licensed Dogs	1,510	1,602

Telephone	2008	2009
In Station	183	234
Out Station	182	221
In Home	113	108
Out Home	397	150
Total	875	713

Hours Worked

In Town	339.5	389.5
At Home	234	222.5
At Kennel	23	33
Training	4	4
Total	600.5	649

Vehicle

Mileage	3,797	4,851
Cost For Gas	\$2,503.00	\$1,819.00
Tolls	0	0

**Department Of Building Safety
Health Officer**

In 2004 the State adopted a State Building Code, and every three years the State reviews and updates the State Building Codes. The Town of Litchfield is following the 2006 International Building Codes with amendments. Our town zoning regulations (Building Code reference the BOCA 1993 edition) at present time the code is not enforceable and our town regulations need to be changed to follow the State Building Codes. I had planned to update the Town in 2008, but have held off due to the State reviewing and updating to the 2009 edition of its building code.

In 2009 building construction was up from 2008 slightly: a total of 35 single family unit permits were issued. Some of these permits issued are renewals, from prior years, with some permits going as far back as 3 years. The building code permits are only good for one year. When the year is up the permit needs to be renewed or it is voided. To be accurate each year on the number of new housing unit's certificate of occupancy is a more accurate way to count new dwellings each year.

For 2010 the building permit process will be changing. The goal is to have the permit application on line where the owner or contractor can download permit applications for building, electrical, plumbing and mechanical. This would allow applicants to fill out the form and drop off with the building department. Another goal is to have some of the permits processed and approved the same day.

In conclusion the goal of the building department is to educate the public on building codes, zoning regulations, life safety codes, environmental rules and laws, the objective of code enforcement is not issue violations but to educate inform and work with the community and other departments to insure compliance with state and town regulations.

I would like to say after my first full year with the town I have enjoyed working with the citizens and town employees.

Respectively Submitted

Kevin Lynch

Code Enforcement Official/Building Inspector

Permits for 2009

Types of Permits	Amount
Dwelling Units	35
Additions/Garages	29
Renovation	17
Porches/Decks	15
Sheds	17
Swimming Pools	13
Test Pits	17
Septic System	26
Space Heater	31
LPG/Tanks	18
Gas Piping	51
Generators	30
Electrical	75
Plumbing	60
Wells	1
Total Permits	434
Inspection	970

Permit Fees Collected in 2009	\$27,881
--------------------------------------	-----------------

Impact Fees Collected In 2009	\$120,470
--------------------------------------	------------------

LITCHFIELD CABLE ADVISORY COMMITTEE

2009 ANNUAL REPORT

December 31, 2009 marks the end of the fifteenth year of work by the Litchfield Cable Advisory Committee.

This is the tenth annual report being submitted to the Litchfield Board of Selectmen and citizens of Litchfield. During this time, the committee members have continued to work collaboratively with the Board of Selectmen in the oversight and coordination of the services provided to the town in the area of cable television. As in past years, the Cable Advisory Committee takes great pride in their accomplishments and the services that they provide to the town of Litchfield.

Highlights for 2009-

We installed robotic cameras, new microphones, and video switching equipment in the Campbell High School auditorium. This has allowed us to be able to quickly set up and broadcast the annual Town and School deliberative sessions and provide a large venue if the media room used to broadcast School Board and Budget Committee meetings has an overflow crowd.

Our contractors, Linda Angelo, Jim Balcom, Andy McLavey, Pierre Garand, Rob Fay and our newest, Zack Miller, continue to be a great help to us.

Patricia Jewett has been our representative from the Board of Selectmen. We appreciate her support and we look forward to working with her and the rest of the Board in 2010.

At the close of 2009 we continue to operate three local channels, twenty-four hours a day, seven days a week, that provide Selectmen, Budget, Planning Board, Mosquito Control District, and School board meetings (both live and re-broadcast), emergency and safety information, as well as local school events produced with the help of the Campbell High School staff and students.

In closing, I am proud to present the 2009 Annual Report of the Litchfield Cable Advisory Committee. We continue to be a very small volunteer organization. It takes many hours a week to produce and record programming and maintain the automated playback systems that provide the programming that you see on Channels 20, 21, and 22.

As in years past, I would again like to take this opportunity to extend my recognition and appreciation to the Litchfield Cable Advisory Committee members signed below. As always, their dedication, knowledge, technical assistance, self-sacrifice and patience have proven invaluable.

Respectfully Submitted, Dick Pentheny, Chairperson

Litchfield Cable Advisory Committee

Scott Cavanagh

Cindy Couture

Tim Kearns

Brian Maillet

Ken Stiouphile

Dick Pentheny (Chairperson)

Selectmen's Rep. Patricia Jewett

2009 CONSERVATION COMMISSION ANNUAL REPORT

The Litchfield Conservation Commission (“LCC”) is an all-volunteer advisory board authorized by R.S.A. Chapter 36-A, established by the town “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. The LCC currently has six members and two alternate members.

In 2009, the LCC continued existing projects:

- the preservation and maintenance of previously acquired lands, such as the property and trails at Moore’s Falls Conservation Area, an eight acre parcel on Page Road in the Chase Brook watershed, a 50+ acre tract of land north of the Stage Crossing condominiums that contains two large vernal pools and trails;
- the Annual Fishing Derby, the 27th such event being held this past May 9, 2009, with approximately 75 children entrants;
- and participation in the State of New Hampshire “Adopt a Highway Program,” with LCC members cleaning a two mile section of Route 3A in the spring and fall.

2009 also saw the LCC undertake new projects. From January to July, 2009, with state funding from the Community Technical Assistance Program (CTAP) grant. CTAP is a program assisting communities adjacent to I-93 to prepare and adjust to the I-93 expansion. Members of the LCC met with others (including Frank Byron, Chairman of the Litchfield Board of Selectmen, Alison Douglas, Chairman of the Litchfield Planning Board, and Matt McQuesten, Resident) on a volunteer committee to develop an Open Space Plan designed to help preserve Litchfield’s natural resources for future generations. By identifying those parcels of yet undeveloped Litchfield land comprising aquifers, prime agricultural soils, wildlife habitats, forest, natural heritage buffer areas and other natural resources. The Open Space Plan allows the LLC and town to prioritize those lands which should be the focus of preservation, both in considering land acquisition or other arrangements with willing owners and in making critical development decisions down the road. Also in 2009, the LCC began marking conservation properties with clear identifying signs apprising the public of their protected status and availability for passive recreational enjoyment. On a less successful note, but in the “can’t fault the effort” category, 2009 additionally saw the LCC work with the Board of Selectmen on an application for state funding to remedy an invasive plant problem in a 22-acre marsh off Albuquerque Road. Unfortunately, after much initial promise, the application was ultimately denied.

As always, 2009 was another year where the LCC provided much valuable information and advice to those involved in Litchfield government, with LCC members attending numerous Planning Board, Zoning Board and Board of Selectmen meetings.

As the LCC looks ahead to 2010, and continuing projects in the Town of Litchfield, it wishes to thank those who have worked with us this past year and have been supportive of our mutual causes in 2009. May these supporters and all Litchfield residents have a prosperous and Happy New Year.

Joan McKibben, Chairman	2011
Thomas Levesque, Sr., Vice Chairman	2011
Roger St. Laurent	2010
Sharon Jones	2010
Marion Godzik	2012
Richard Husband	2012
Stephen Tarara	2011 (Alternate)
Michael Croteau	2011 (Alternate)

LITCHFIELD FIRE-RESCUE SERVICES ANNUAL REPORT- 2009

Honorable Members of the Board of Selectmen
Litchfield Residents

Ladies and Gentlemen:

It is my pleasure to present the 2009 annual report for the Fire-Rescue Services to you. During 2009, the department responded to 721 incidents of various types and durations. The fire department, not unlike the rest of the world was faced with many financial challenges during 2009. The budget I had requested for 2009 was the exact amount I had to work with in 2008. That in itself was going to be challenging enough. However, when the town budget as a whole was rejected by the voters the selectmen asked me to further reduce my already self imposed default budget. In the end it was agreed that the fire department would take a reduction of \$26,000.00. Working with my management team, tough decisions were made in several areas of the Fire Department's day-to-day operations that would meet the reduced budget while still providing for a level of service that would be acceptable in terms of public and employee safety. I am happy to report the plan worked, not only did we cover the \$26,000.00 reduction, as of December 31st it looks like we will be returning an additional \$15,000.00 of un-expended funds to the town treasury. Also worth noting, the Fire Department's 2010 funding request is substantially lower. We clearly understand times are tough and we are trying to do our part.

One of the highlights of the year included the overwhelming support of the warrant article for the paramedic training program. Firefighter Jim Rea applied and was accepted to the program in June and began the two year training process in late August. I would like to thank the "on-call firefighters" that have stepped up to backfill Jim's shifts while he is out of the station receiving his paramedic training.

Another huge success on many levels was the third annual training trip to the National Fire Academy in Emmitsburg, Maryland. This year, I was joined by one of my Lieutenants and nine of my firefighters. The weekend offered training on many subject matters. Litchfield was represented in every area of training offered that weekend. Plans are currently being finalized for the 2010 trip that will occur the third weekend of April.

Another notable out-of-town training class employees participated in during the year included seven firefighters, one Lieutenant and myself attending Emergency Medical Technician training. At the conclusion of final testing the department will have 85% of fire department trained as EMT'S. Currently, one of our EMT'S is attending the EMS institute in Manchester (a division of the Elliott hospital) to obtain his Intermediate level certification in an effort to provide better, more advanced medical services to you, the resident. After course completion, he along with the five current EMT-I's will be able to administer thirteen (13) different life saving drugs in certain medical emergency situations.

In addition to the ambitious medical training described above, the department maintains a very aggressive firefighting training program as well. In 2009 the department was able to take advantage of a building on Route 102 for live fire training. The approval(s) and permitting process in order to conduct live fire training is very tough and time consuming to say the least. The total process of getting the building, permits and all

the required testing took just under two years. While everything in the fire service is truly a team effort, I need to recognize the efforts of Deputy Fire Chief, Paul Allard, and now Deputy Chief, John Travis, (Lieutenant when the process began) as well as Captain, Doug Nicoll. The effort and positive energy of these three individuals are what made the whole thing come to fruition this past August.

The entire public safety regions (Fire & Police departments) were definitely enhanced by our acquisition of this building. The Regional Police SWAT team which Litchfield police is part of used this building hard. In addition to Litchfield other area fire departments from Hudson, Londonderry, Amherst, and the State Fire Marshal's Office also benefited from this training.

The Fire Department continues working on an initiative to certify teachers and staff of the SAU in the use of AED's (automated external defibrillators), basic first aid and CPR (Cardiopulmonary Resuscitation). In 2009, the department expanded its in-house capabilities by adding two more certified CPR/AED instructors. This allowed the department to expand our offerings to many of the civic groups and adult communities within our town resulting in 95 more people becoming certified in life saving techniques.

Here is a list of the groups we trained this year:

- Fire Department
- Rotary Club
- Girl Scouts
- School District
- Tabernacle School
- Old Stage Road Adult Community
- The Campbell High School Wellness Fair Participants

I would encourage anybody interested in receiving this training to drop me an email at Litchfieldcl@comcast.net

This year, our Fire Prevention Week activities kicked off with the annual fire truck parade through town which is always well received. Presentations on fire safety were made at all schools teaching children from kindergarten through 5th grade. The end of the week was rounded out by our Annual Fire Station Open House to remind everyone to be fire safe throughout the year. It is also an opportunity to allow residents to see the equipment purchased with their tax dollars that enable us do our jobs safely and ultimately better serve the community.

This past July, myself and a committee of firefighters completed the extensive grant application process required for the American Recovery and Reinvestment Act of 2009 (Obama's 2009 Stimulus Package). The time table for submission of the application was condensed to three weeks due President Obama's initiative to stimulate the economy. This was a highly competitive grant process, with over 6,000 applications submitted, with ultimately only 94 fire departments being awarded (on average only one per state). Due to being shovel ready, in an attempt to make our department highly visible we contacted both Senator Shaheen and Representative Hodes, who submitted letters of support on behalf of the town of Litchfield. In spite of all the efforts put forth by all parties involved, we unfortunately were not awarded. In an attempt to gain the upper hand on future grant applications, one of our employees recently completed a

course in grant writing. As disappointing as it was not to receive the funding, we will continue pursuing all grant opportunities made available.

I wish to sincerely thank the firefighters and their families for their countless hours of service in responding to the community's needs day and night. As the town continues to grow, so do the number of emergency incidents they respond to while still holding their regular jobs. It becomes increasingly difficult for them to balance their very limited free time with the almost daily responses to emergency calls and training. Without them giving of their time, talent and treasures I truly don't know where I/we would be as a community.

I would also like to recognize and thank, Linda Langille, the Selectmen's new Administrative Assistant for all she does to help me and my department. Her kindness, guidance and most importantly her timely and accurate reports have really made a huge difference in the way I am able to manage the fire department.

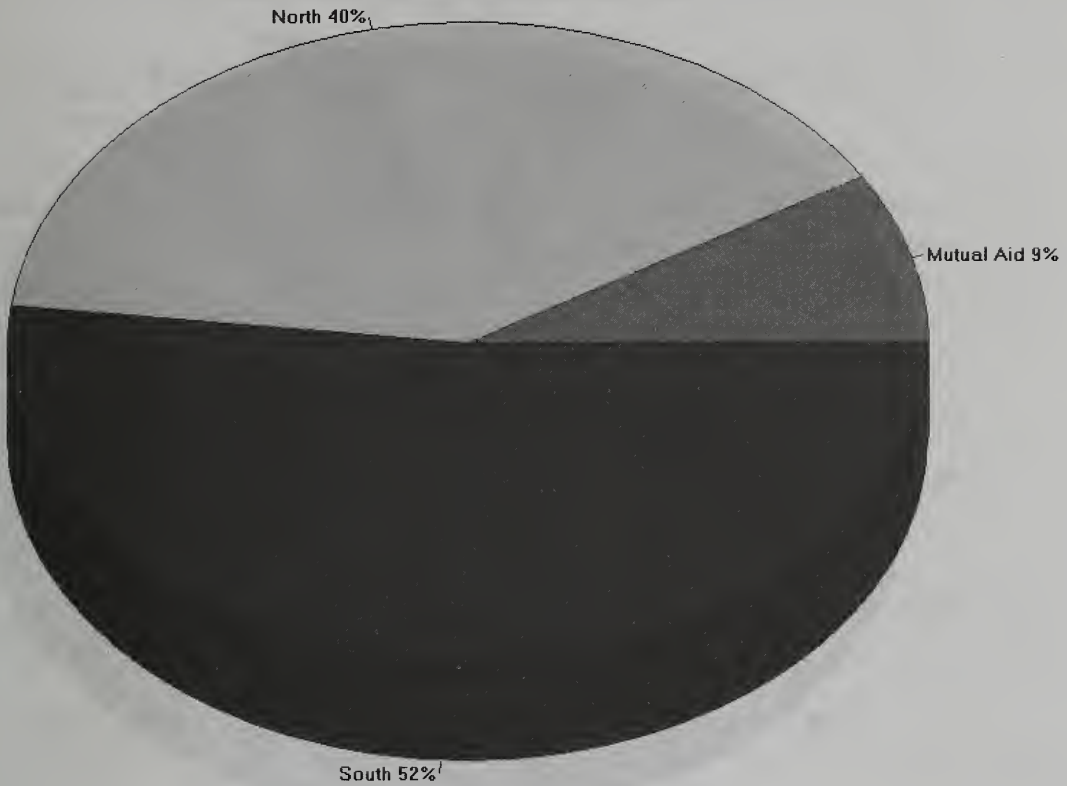
Following this report you will find an updated overview of the fire apparatus and equipment Litchfield maintains to provide adequate fire protection and Emergency Medical Response to its residents. The narrative explains the function and use of each vehicle so you, the taxpayer, can have a better understanding of the need to have each vehicle and how we utilize the current fleet of apparatus. I would please ask that all of you at least read the description of a rescue truck because in an attempt to save you several hundred thousand dollars over the next three years by extending the life of our current fleet thus postponing the purchase of a new engine. On the ballot there will be a warrant article in the amount of fifty thousand dollars to acquire a slightly used rescue truck from our neighbor to the east, Londonderry. By acquiring this rescue truck, we will be able to reduce the amount of calls that each of our primary engines respond to on a regular basis. While every incident we respond to requires tools and equipment (rescue truck), not every call we respond to requires the use of water (engine).

In closing, I would like to thank all the other boards, commissions and committees in town for their support and cooperation throughout the year, and to you the taxpayers for providing us with the tools, equipment and support we need to get the job done.

Respectfully Submitted,

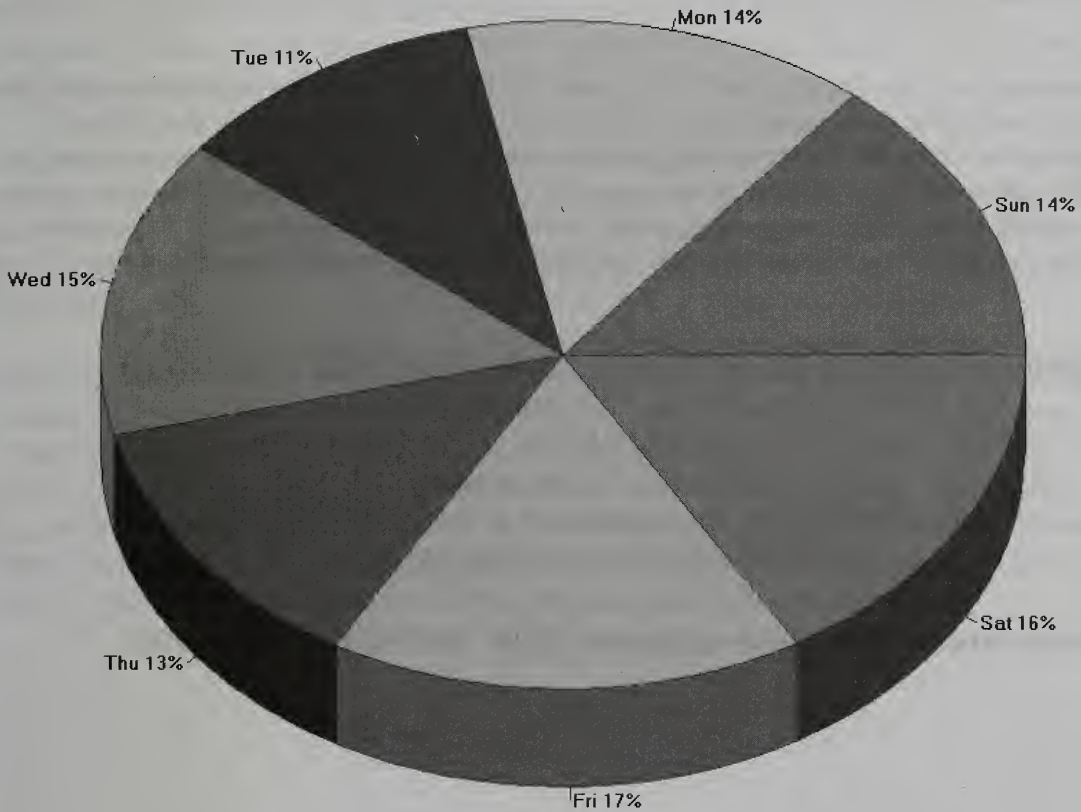
Thomas B. Schofield
Fire Chief

Incidents by District
Alarm Date Between {01/01/2009} And {12/31/2009}

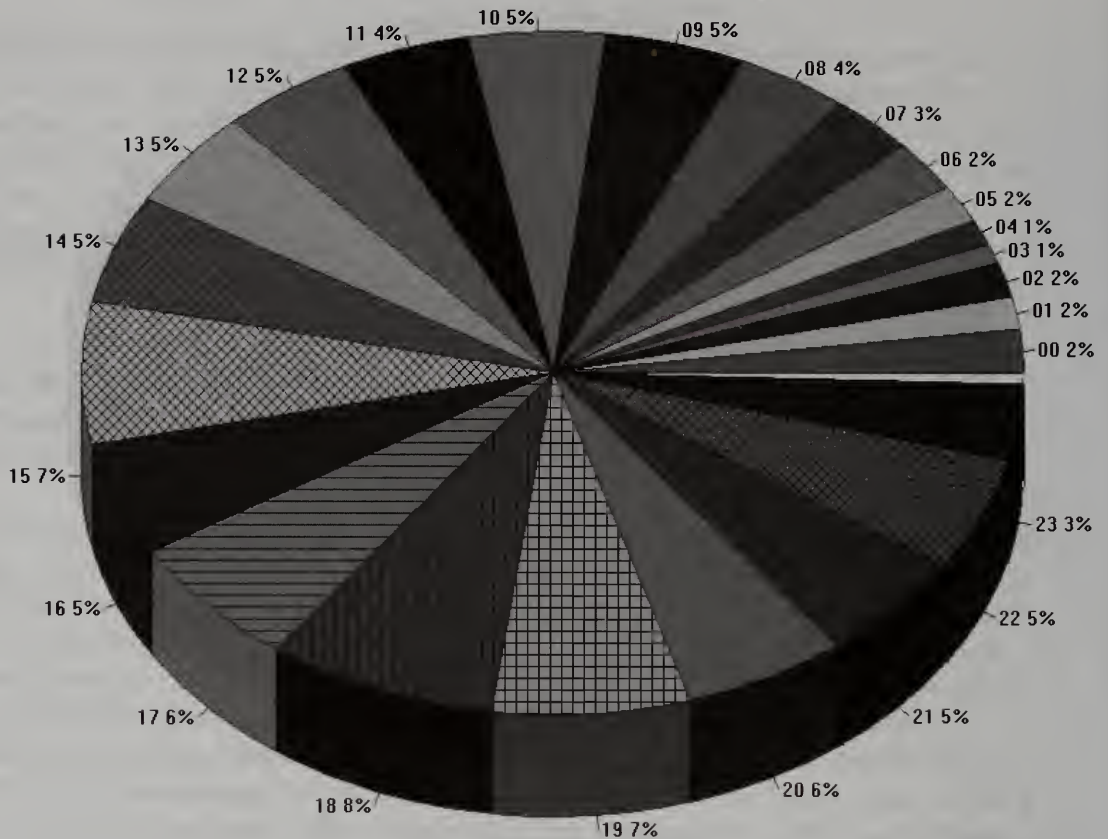


Incidents by District: Above pie indicates the percentages of calls per respective north or south of the station.

Alarm Date Between {01/01/2009} And {12/31/2009}



Copy of Court of Incidents by Alarm Hour - Pie Chart
Alarm Date Between {01/01/2009} And {12/31/2009}



Incident by Alarm Hour: Above pie chart indicates the 24 hours of the day, and respective percentage of calls in each one hour period (ex. In hour 18 on average 8% of calls take place)

Litchfield fire & Rescue Reported 721 incidents for FY2009 to both the State of New Hampshire and to the federal government (National Fire Administration) as required by law. Of the 721 reported incidents 338 were classified as EMS (emergency medical services) as a percentage, EMS calls represented 46.87% of our total calls. Under contract, the Town of Hudson provides Litchfield with ambulance service. Litchfield is billed quarterly for this service. I have listed below the 4 quarterly billing statements Litchfield received from the Town of Hudson.

Ambulance Billing for 1st Quarter 2009 01/01/2009 / 03/31/2009

The Total Hudson Annual Ambulance Budget for FY09 is

\$221,188.50

Or \$55,297.13 per quarter

A total of 533 call for the quarter/ 77 to Litchfield or 14.00%

14.00% of \$55,297.13 is \$7,741.60

Ambulance Billing for 2nd Quarter 2009 04/01/2009 / 06/30/2009

The Total Hudson Annual Ambulance Budget for FY09 is
\$221,188.50
Or \$55,297.13 per quarter
A total of 574 call for the quarter/ 87 to Litchfield or 15.16%
15.16% of \$55,297.13 is \$8,383.04

Ambulance Billing for 3rd Quarter 2009 07/01/2009 / 09/30/2009

The Total Hudson Annual Ambulance Budget for FY09 is
\$221,188.50
Or \$55,297.13 per quarter
A total of 545 call for the quarter/ 85 to Litchfield or 15.60%
15.60% of \$55,297.13 is \$8,626.35

Ambulance Billing for 4th Quarter 2009 10/01/2009 / 12/31/2009

The Total Hudson Annual Ambulance Budget for FY09 is
\$221,188.50
Or \$55,297.13 per quarter
A total of 560 call for the quarter/ 89 to Litchfield or 15.89%
15.89% of \$55,297.13 is \$8,786.71

Litchfield Fire & Rescue Overview of Services/ Apparatus Inventory

The Litchfield Fire/Rescue Services provides emergency response to all fire, emergency medical, rescue, and hazardous materials incidents occurring in the town. In the event of natural or man-made disasters, the fire station serves as the town's Emergency Operations Center, where responses are coordinated by the Fire Chief who also serves as the Town's Emergency Management Director.

The Department has 32 firefighters, 30 of them being part-time or "on-call" firefighters, meaning they respond from their homes or, in some cases, businesses in the event of an emergency call. The remaining two firefighters are "full-time", working at the station from 8:30 AM to 4:30 PM Monday through Friday, as most of the "call" firefighter's work out-of-town.

Emergency Medical first response is also provided by Litchfield firefighters. There are currently 14 Emergency Medical Technicians, of which 5 are certified at the intermediate level (7 more in their final stages of certification), with primary ambulance service provided by the Hudson Fire Department under a contractual agreement. The town of Londonderry provides Litchfield with back ambulance or advanced life support intercepts whenever needed. (Londonderry operates all their ambulances at the paramedic level) This is done at a no cost to the town of Litchfield thru the mutual aid system.

The department maintains a fleet of 2 engines, 2 tanker/pumpers, 2 brush fire trucks, 2 rescue boats, 1 off-road emergency utility vehicle, 1 towable light tower unit, 1 enclosed trailer for garaging and hauling the departments off-road emergency utility vehicle or it can be used as a portable command post during incidents or town sponsored events, (2) 4x4 SUV command and control vehicles.

The 2 primary response engines carry Automatic External Defibrillators, emergency medical equipment, including airbags, the "Jaws of Life" rescue tool, and thermal imaging cameras in addition to a myriad of other firefighting equipment. The Department responds to approximately 750 to 800 emergency and service calls each year

Litchfield Fire & Rescue
Rolling Stock Mileage Information

Motorized Firefighting apparatus spends much of its life running in a stationary mode. In-order to calculate for and execute a solid maintenance program that maximizes the life of this equipment there are recognized Industry standards. These standards do vary somewhat when it comes to Hours of operation versus equivalent road miles. The one that I have chosen for Litchfield's equipment is the most conservative. Some schools of thought estimate at 40 miles per hour when stationary and some estimate 50 miles per hour. Below you will find calculations based on the lower more conservative industry standard.

<u>Truck Year</u>	<u>Mileage</u>	<u>Cab Hours</u>	<u>Pump HRs</u>
Eng-1 2003 E-One	28,652	1,807	unavailable

(Calculating at the lower standard of 40mph engine one's hours would equal 72,280 miles plus the 28,652 road miles totaling 100,932)

Eng-2 1995/96 Spartan	53,378	4,901	809
-----------------------	--------	-------	-----

(Calculating at the lower standard of 40mph engine Two's hours would equal 196,040 miles plus the 53,378 road miles totaling 249,418)

Eng-4 2001 KME	33,680	3,205	591
(Calculating at the lower standard of 40mph engine Four's hours would equal 128,200 miles plus the 33,680 road miles totaling 161,880)			

<u>Truck Year</u>	<u>Mileage</u>	<u>Cab Hours</u>	<u>Pump HRs</u>
Tanker-3 1991 Mack/KME	38,349	1,394	602
(Calculating at the lower standard of 40mph Tanker 3 hours would equal 55,760 miles plus the 38,349 road miles totaling 94,109)			

The above information shows the average age of our fleet to be 12.5 years old and have an average mileage of 151,000. I intentionally did not include the large 1976 military forestry unit into the calculations so as to not skew the numbers in anyway. This information is only being provided as a snap-shot of the department's primary firefighting equipment. The information is as of October 1 2009.

Fire Apparatus General Job Descriptions:

Engines perform several functions: first-due to all medical emergencies, building fires, automobile accidents and service calls. Engines are multi-purpose vehicles that transport firefighters, carry a supply of water, and pumping means to acquire additional water, carry additional tools necessary to combat building fires, and extrication equipment to remove trapped patients involved in automobile accidents.

Pumper-Tankers have the main responsibility of carrying large amounts of water to a fire scene. It is a critical piece of apparatus at building fires, car fires and brush fires where it connects to the Engine and keeps water flowing in non-fire hydrant areas. The term Pumper-Tanker means the truck is not only a tanker that carries water; it has a large capacity fire pump the same as an Engine, allowing it to perform as either an Engine or Tanker. The Pumper-Tanker carries many of the common tools found on the Engine, supplying firefighters with forcible entry tools, hand-lights and air-packs for personnel arriving in private vehicles to a fire.

Forestry Units respond to brush fires, forest fires, and any type of emergency located on or off-road. These trucks carry water, pumps, hose, shovels, rakes, chainsaws, and firefighters for man-power deep in the woods to fight fires. They are multi-purposed all-wheel drive vehicles which allow them to be used during other events such as snow storms, flooding and hauling any type of the department's towable trailers.

Command Vehicles serve the purpose of being a mobile command post or "Office on Wheels" at the scene of most emergency incidents. The vehicle is assigned to the Fire Chief for his use to respond to an emergency where he can make an initial assessment of the situation, commands can be issued to arriving apparatus, the need for additional resources can be requested if needed and (1) person has overall charge of an emergency from a safe, dry working environment. The Fire Chief is most commonly in charge and is called the Incident Commander. Command vehicles can be equipped with green roof-top mounted emergency beacons which when activated announces to all incoming firefighters the location of the Incident Commander. Command vehicles carry pre-plans, investigation equipment, books and other resources to aide in decision making and mitigation of an emergency incident and serve an important and vital role.

***Rescue Trucks** are rapidly gaining popularity in fire departments across the country. Rescues are now being used by many departments to handle a wide variety of emergency calls and rescue operations. The rising popularity of rescue trucks reflects the growing number of EMS and Rescue calls that departments*

have been experiencing over the last three decades. In some departments, 80-90% of the calls are for emergency medical or rescue incidents.

At the same time, the types of rescue incidents have become more diverse. Rescues are now being asked to handle incidents involving vehicle extrication, in-home medical emergencies, trench rescue, building collapse, swift-water rescue, as well as a host of other emergency situations.

As rescue tools and equipment compete for compartment space on pumpers and ladder trucks, many departments are turning to a dedicated heavy rescue unit to solve the problem. Rescue trucks are commonly called "toolboxes on wheels" by firefighters.

Equipment carried within the body is usually stored in roll-out, tilt-down trays to give immediate visibility and access to every part of the tray. Other tools are secured to both sides of vertical slide-out boards for quick retrieval. Long items like backboards and Stokes baskets are stored crossways in the body. Extended front bumper pans may carry hydraulic tools and hose reels to give quick access for vehicle extrications.

Rescue Boats respond to emergencies on any body of water from ponds to rivers for various types of open water and ice rescues and recoveries.

The Kubota OHRV (Utility-1) is a four-wheel-drive diesel powered off highway vehicle smaller than a car, bigger than an ATV which responds to all types of emergencies. Its versatility allows it to be used for search & rescue, off-road medical emergencies, forest fires and flooding to carry men, equipment, or patients.

Litchfield's Diverse use of Fire Apparatus

While most department's run specific apparatus first-due all the time putting high mileage and wear/tear on one truck, Litchfield cycles its fleet to the first-out role using each Engine for a 4-month period in the primary response role, which has cut down on costly repairs, keeps apparatus drivers proficient with each vehicle, spreads the mileage out on each vehicle allowing the fleet to last longer before replacement is required. The oldest Engine is run first-out during winter months when road conditions can be the most hazardous and road salts, frost heaves can cause a myriad of other problems. The newest Engine typically is run during the spring/summer, while the middle aged Engine is run summer through fall. The rotation time is affected if one of the Engine's is taken out of service for repair.

Litchfield Engine's are also unique to other area fire departments where we carry more equipment than a typical fire engine because we lack a rescue truck or ladder truck. Because of this, we carry some of the equipment commonly found on these specialty vehicles and assign our Engines to fill most, but not all of the roles of these vehicles.

Engine-1 responds first-due from early spring to mid-summer. Engine-1 is our newest truck. A 2003 Emergency-One Typhoon Custom Pumper seating 5 firefighters, it carries 1,000 gallons of water, is our largest fire pump, capable of pumping 1,500 gallons of water per minute from a sustained water source and is equipped with a foam system for extinguishing ordinary combustible fires. An on-board PTO driven hydraulic generator provides up to 5500 watts of power for the (2) truck mounted scene flood lights and any tool requiring electricity.

A Hurst “Jaws of Life” combination cutter/spreader, 30” hydraulic ram, Scott thermal imaging camera, a 4-gas air monitor for detecting hazardous gases, and a cardiac deliberator are shared between Engine-1 and Engine-4, depending on which truck is first-due.

Engine-2 responds first-due from late fall through the winter months until spring. Engine-2 is our oldest truck; however, it serves a dual-role as it carries the department’s rescue equipment to handle automobile extrications, industrial accidents, water & ice rescues or any other rescue requiring our specialized equipment. A 1996 Spartan / 3D Custom Pumper seating 6 firefighters, it carries 1,000 gallons of water, has a fire pump capable of 1,250 gallons of water per minute from a sustained water source and is equipped with an on-board diesel powered generator which provides 7500 watts of lighting power to the (3) truck mounted quartz scene floodlights or any tool requiring electricity. It is equipped with a foam system for extinguishing ordinary combustible fires.

In addition to the compliment of firefighting equipment which includes an MSA Thermal Imaging Camera, Engine-2 is equipped with a front bumper mounted 12,000 lb Warn winch, a full size set of Hurst “Jaws of Life” rescue spreaders, Hurst Cutters and Hurst 60” Ram pre-connected to the power unit on dual reels. Engine-2 carries an assortment of Paratech Rescue Lifting Air-Bags capable of lifting objects as heavy as 32 tons. A full compliment of medical equipment including a cardiac defibrillator is also carried.

Engine-4 responds first-due from mid-summer through the fall. Engine-4 is designated as our mutual aid Engine to respond to surrounding communities unless another truck is specifically requested. Engine-4 is equipped with a special two-way radio provided by the City of Manchester for responses to the City. Engine-4 is a 2001 KME Excel Custom Pumper seating 6 firefighters, it carries 1,250 gallons of water, has a fire pump capable of 1,250 gallons of water per minute from a sustained source of water. Engine-4 is equipped with a 10” rear dump allowing the truck to fill the role of a tanker if needed. The truck has an on-board powered generator which provides 6000 watts of lighting power to (2) truck mounted quartz scene floodlights. It is equipped with a foam system for extinguishing ordinary combustible fires. Engine-4 has a rear receiver hitch allowing it to tow any of the department’s boats, or trailers.

A Hurst “Jaws of Life” combination cutter/spreader, 30” hydraulic ram, Scott thermal imaging camera, a 4-gas air monitor for detecting hazardous gases, and a cardiac

defibrillator are shared between Engine-1 and Engine-4, depending on which truck is first-due.

Tanker-3 responds to any type of fire with lots of water. The truck's primary purpose is to supply water to fire incidents by either directly feeding an Engine from its 2,500 gallon water tank, or by shuttling loads of water from a distant water source to the scene of the fire as quickly as possible. The truck is equipped with a 10" rear quick dump allowing it to dump its entire load of water in just over 1 minute into a portable "swimming pool" called a port-a-tank. The truck carries (2) port-a-tanks, the first tank holds 2,500 gallons of water; the second tank holds 1,500 gallons of water. The truck dumps its water, and then continues traveling back to the water supply source for more loads of water. Tanker-3 is designated as our mutual aid Tanker and is often called by communities because of the large amount of water it carries.

Tanker-3 is a 1992 Mack / KME pumper-tanker that has seating for 2 firefighters. It carries 2,500 gallons of water and is capable of pumping 1,250 gallons of water per minute. It is the only Litchfield truck that has a foam system to combat large flammable liquid fires. This truck is assigned to respond to the Manchester/ Boston regional airport on a mutual aid agreement during airport emergencies.

Forestry-1 serves multiple roles at most emergency incidents. Although designated as a forestry, forest fires are just a small percentage of what the vehicle is used for. In the summer the truck is equipped with a slide-in skid unit carrying 200 gallons of water, a 300 gallon per minute fire pump, forestry fire hose, rakes, shovels and chainsaws. It also tows all the departments trailered rescue boats, Kubota OHRV and light tower. The truck is equipped with a 7,500 lb Warn winch that can be mounted to the front or back of the truck in the towing receiver hitch. During the winter months, the skid unit is taken out and the truck has a Fisher Minute Mount V- plow which is mounted during snowstorms. A mini-version salt sander is installed in the rear bed for use at emergency scenes to prevent slips & falls to the firefighters. The truck can open inaccessible driveways, plow a path down one of the many private roads not maintained by the Town during an emergency, spread sand/ salt for either fire apparatus or an ambulance to gain access safely to an area. Because the mini-sander doesn't take up much room, there is a large tool box mounted in the front of the truck with chainsaws, and other equipment safely stored out of the weather, with room left over in the bed for picking up hose, or carrying other equipment. Forestry-1 is a 2003 Ford F-350 4-wheel drive diesel pick-up truck that has seating for 3 firefighters.

Forestry-2 like the rest of the fleet also serves in multiple roles at emergencies. Forestry-2 is a large capacity forestry tanker that has been reinforced all around the truck with thick steel for offensive firefighting in heavily wooded, normally inaccessible, remote areas. The truck when needed is capable of pushing/ driving over moderate to large size trees to create a fire road where one never existed for crews to access difficult to reach locations. The truck is able to accomplish this amazing feat due to the incredible torque produced by its 10 wheel drive system mounted on three independent floating axles. At no time is there any tire that is not in direct contact with whatever is being driven over

including large rocks. Forestry-2 carries 1,300 feet of forestry fire hose, 1,000 gallons of water, chainsaws, portable pumps, axes, shovels, rakes. The truck is equipped with LED emergency warning lights safely protected by the truck body or the brush bars welded to the front bumper and over the cab of the truck. Six off road floodlights are integrated into the front of the light-bar and around the top of the body of the truck for safe night time operations to avoid trips and falls operating in uneven hazardous wooded environments. The truck is equipped with one side and one rear 6" water dump making it very versatile for water supply in the woods or on a paved street. The truck can be used for search, rescue, firefighting or natural disaster response, and is capable of towing any sized trailer.

Forestry-2 is a 1976 American General diesel powered 5-ton military surplus vehicle with seating for two firefighters. A former Air Force supply unit, the truck is on loan to the State of NH Division of Forest & Lands under the Federal Excess Personal Property Program and was acquired by Litchfield from Forest & Lands in 1997. The FEPP Program enables the New Hampshire Division of Forests and Lands to acquire "on loan" from the Federal Government, property that assists the Division and fire departments in fulfilling their emergency response mission. Litchfield Fire-Rescue is responsible for equipping the truck for firefighting, any additional repairs, operating costs, maintenance, upkeep and housing the vehicle. The truck is staffed by Litchfield Fire-Rescue for emergency response or mutual-aid anywhere in the state if requested.

Car-1 is assigned to the Fire Chief as his "Office on Wheels". The SUV is set up like an office including a laptop computer with internet access and printer for researching any information required to assist the Chief in the mitigation or investigation of an emergency incident. Building pre-plans, dry erase boards for tracking apparatus and firefighter accountability, multiple channel mobile radios are some of the equipment carried. The vehicle is a dry, warm, working environment usually located a safe distance away from the loud, often chaotic emergency scene. This is where the Chief can observe, analyze and command an incident free of constant disruptions and focus on the safety of the firefighters and rescue of victims. The SUV is used by the Chief to transport extra firefighters mutual aid to incidents that require more man-power, but not necessarily more apparatus or equipment.

Car-1 is a 2007 Chevrolet Tahoe 4x4 Special Services vehicle designed specifically for heavy duty fire or police service use requiring less maintenance compared to a regular Tahoe performing the same function. The vehicle is equipped with a special V8 motor which shuts down un-needed cylinders of the motor when not needed helping to conserve gasoline consumption, resulting in better gas mileage. The motor runs on Flex Fuel, capable of running on unleaded fuel or up to 85% ethanol, which will become a more widely used fuel in the future. The vehicle is equipped with a towing package to pull any of the department's boats, OHRV, or light tower trailers. It has seating for 5 firefighters.

Car-2 is assigned as a support vehicle in a dual role. Originally purchased as the Fire Chief's Command SUV, Car-2 has been re-purposed after the acquisition of the Chevy Tahoe. Car-2 carries the department's fire investigation equipment, responds on calls with the light tower trailer and transports extra firefighters or medical personnel to

emergency incidents. It is still set up as a command vehicle carrying dry erase boards for tracking apparatus and firefighter accountability making it a back-up to Car-1 if it is out of service for maintenance or repairs. Car-2 is used by fire department personnel and Town employees when attending training classes or seminars out of town saving the town money on mileage re-imbursement which can be very expensive. Car-2 is a 1999 Ford Explorer 4x4 with V6 gasoline engine with seating for 4 firefighters.

OHRV-1 is a four-wheel-drive diesel powered off highway vehicle smaller than a car, bigger than an ATV which responds to all types of emergencies. Its versatility allows it to be used for search & rescue, off-road medical emergencies, forest fires and flooding to carry men, equipment, or patients.

OHRV-1 is a 2006 Kubota RTV-900 with a powerful 21.6 horsepower diesel engine. Standard features include hydraulic power steering, independent front, rear suspension, hydraulic dumping body and a rear receiver hitch for towing the department's rescue boats. Due to its light weight compared to a regular vehicle, the Kubota can pull the rescue boats through the deep mud found in the town's farm fields in the early spring to access the Merrimack River for emergencies. Other 4-wheel drive vehicles often become stuck in the mud put in the same situation. The Kubota has a 2000 lb payload capacity and is equipped with a slide-in versatile skid unit that can perform both fire and rescue functions. On the fire side, the skid carries 75 gallons of water and a small pump for putting out small fires or slowing the spread of a brush fire until the arrival of more firefighters and equipment. The pump is equipped with suction hoses for refilling itself at a pond or stream in remote locations. On the rescue side, the fire pump can be quickly removed with the removal of three pins, allowing medical personnel to safely ride next to a patient strapped and secured in the back of the vehicle in a rescue litter basket. Special tubular bars on top of the water tank allow a rescue litter basket to be slid between the bars and safely strapped in with quick connect nylon belts. The Kubota was purchased by the Litchfield Firefighter's Association and donated to the fire department to assist the firefighters during certain situations without putting an added burden to the taxpayers of Litchfield. It is important to note that 31 members of the fire department are town taxpayers.

Special Operations Trailer is a 2009 model PROLine Products 22 foot enclosed trailer. The trailer is an Emergency Management, not fire department asset owned by the Town of Litchfield, stored and transported mainly by the firefighters, but can be towed by any town vehicle. The trailer primarily hauls the fire department's OHRV Kubota to incidents, is equipped with climate control, making it versatile for year round use. The trailer as an Emergency Management asset can be used by any town agency as a mobile command post, rehab area or storage of equipment such as barricades, traffic cones or signage for any major town or other long duration event whether natural, or man-made. The trailer is marked as Special Operations because it is available for use to many government agencies for many different purposes including police, fire, highway and schools for special venues or events.

LT-1 is a 2003 Ingersoll Rand towable light tower trailer commonly found along highways for roadside construction. The trailer is a fire department asset marked as Special Operations and is available to any town, city or state entity for mutual aid. Equipped with (4) 1000 watt flood-lights and mounted on a telescoping mast which can extend to approx. 30 feet, the tower can provide safe daylight type conditions to any emergency scene or worksite. The lights and (4) extra power outlets are powered by a 6000 watt diesel generator which can run for 68 hours continuously before refueling is necessary. This trailer is often called by area police and fire departments to light up potential crime scenes, accident re-construction investigations, fire scenes, hazardous materials incidents and road wash outs caused by natural disasters.

Marine-1 is a 1998 Zodiac 16 foot inflatable rescue boat equipped with a 25 horsepower short shaft outboard motor designed to navigate the often fast running, rocky, shallow Merrimack River or any of the numerous ponds in town. Marine-1 is trailered by any of the department's vehicles set up for towing. **Out of Service permanently (replacement boat on order)**

(Equipment shared by both boats includes ropes, hooks, cold water- ice rescue suits.)

Marine-2 is a 1984 Grumman 16 foot aluminum rescue boat equipped with a 15 horsepower long shaft outboard motor. Both Marine units work together during a water rescue to provide backup to each other on any waterway. Marine-2 is trailered by any of the department's vehicles set up for towing. Marine-2 was purchased by the Litchfield Firefighter's Association in 1984 due to the need for a rescue boat with the vast bodies of water in town to protect the public. Because the money wasn't available through the Town Budget, the Firefighter's Association purchased and donated the boat, trailer, motor to the Town.

(Equipment shared by both boats includes ropes, hooks, cold water- ice rescue suits.)

Fire Station – Built in 1959 at no cost to the taxpayer, the fire station was built by volunteer labor and donated materials, the lumber was cut down from the site and brought to the mill by the then volunteer firefighters. The construction which took several years resulted in a two bay garage fire station, with an unfinished open second floor meeting hall. Through the years two more additions were added to the building to accommodate more apparatus as the town grew, again, by volunteer labor and donated materials. Today, the Litchfield Fire Station, located at 257 Charles Bancroft Hwy boasts four overhead doors, containing the fleet of six fire apparatus housed here. Until recently, the two full-time personnel had worked for the last 20 years in a corner cubicle of the second floor conducting the fire department's business. In 2004 under the direction of current Fire Chief Thomas Schofield, the firefighters during nights and weekends began converting the second floor into usable space. Two offices were built for department administrative work, one Emergency Operations Center, kitchen, bathroom/shower room, and small living/day room. Construction was completed in early 2007 through volunteer labor, with materials both donated by area businesses and a small portion through taxpayer money.

The Fire Station not only houses the fire apparatus, it serves many other purposes. The Emergency Operations Center located on the second floor is where the Fire Chief and staff routinely man during large scale incidents such as floods, snow storms and high wind events resulting in wide area power outages, damage. The Manchester-Boston Regional Airport has two flight paths which run through Litchfield increasing the potential of an aircraft crashing in Town. The fire department has been involved in a few searches for missing small aircraft in past years. The Emergency Operations Center would serve a vital role for the Town, State, and Federal Authorities during such an event. Chemical companies, railroads and defense contractors across the Merrimack River could also be potential incidents that would involve the Operations Centers use. The Fire Station stores all the departments spare hose, spare equipment, a breathing air system for refilling our 60 air-bottles for our air-packs, communications equipment for contacting area fire, police, highway departments. The kitchen area and day room provide a place for the firefighters to eat or rest during an emergency event.

Mutual Aid Resources are a necessity whether you are a small community like Litchfield or a large city the size of Manchester and Nashua. It is impractical for any one community small or large to purchase, maintain or staff all the types of equipment that would be necessary and required to protect its citizens. Pooling our resources together between communities allows for a myriad of specialized emergency apparatus, equipment and sufficient manpower necessary to respond to even the largest incidents. The philosophy of the Fire Service has always been the "neighbor helping neighbor" attitude to help each other out and to provide these services at no cost to receiving communities.

Some of the specialized equipment and specially trained personnel available to Litchfield include: ladder trucks, rescue trucks, tankers, dive teams, hazardous materials teams, and med-flight helicopters.

Specialized Mutual Aid Resources Litchfield can offer to neighboring communities include, but are not limited to: Large forestry-tanker, large pumper-tanker, remote scene lighting trailer, rescue boats, Kubota OHRV, Special Operations Trailer, thermal imaging cameras and extrication equipment to name just a few.?

All fire department's have extensive plans in place to provide "backfill" coverage when local resources are dispatched to other communities for emergency assistance. Litchfield being no exception has pre-determined mutual aid assignments to cover Litchfield with same type fire apparatus to protect our citizens when we respond out of town.

Fire Chief's attend monthly meetings to work with each other to plan mutual aid. New equipment when purchased is done after exhaustive research for compatibility with nearby departments in mind. Fire Chief's inform each other what they have available, the equipment information is given to local dispatch centers to be put on dispatch assignments or in a equipment resource list for use depending on the emergency.

Litchfield belongs to three (3) separate mutual aid systems. Border Area Mutual Aid is made up of 31 communities from Concord, NH south and east of the Merrimack River to communities in Northern Massachusetts. Souhegan Mutual Aid is made up of 16 communities on the west side of the Merrimack River into Massachusetts. While both these mutual aid groups provide much needed resources for most emergencies, there is still a void in the training intensive and expensive costs of hazardous materials incidents. Because no one community could afford these costs alone, fourteen Southern NH communities pooled their money and resources to form the first regional hazardous materials team in the state. Litchfield is a charter member of the Southeastern NH Hazardous Materials Mutual Aid District. The district is made up of highly trained individuals representing the fourteen (14) member communities. Each community pays a percentage of the district budget depending on the size of the community. Litchfield pays a mere five thousand dollars annually to belong to the district. The district has specialized apparatus and equipment strategically located at various communities throughout the district for immediate response to a hazardous material incidents.

ANNUAL REPORT OF THE SOUTHEASTERN NH HAZARDOUS MATERIALS DISTRICT

Richard Hartung
Selectman, Hampstead
Chairman, Board of Directors

Chief Thomas McPherson, Jr.
Windham Fire Department
Chairman, Operations Committee

About the District:

The District's membership is made up of 15 communities of approximately 360 square miles with a population of over 180,000 people within the Route 93 corridor. Essentially the District is bordered in the east by Route 125 and the Merrimack River to the west. North and south borders are defined by Manchester, Route 101 and the Massachusetts state line. During this year the Town of Deerfield choose to withdraw from membership in the District. The District was formed in 1993 to develop a regional approach in dealing with the increasing amounts of hazardous materials being used and transported within these communities as well as to comply with federal regulations concerning preparing for chemical emergencies.

The District draws its funding from an annual assessment from each community as well as from grants and donations. In 2009 the District applied for and received federal grants for equipment, training and operational expenses totaling \$109,600.00. The District's Bylaws were amended to create an Executive Board of the Operations Committee, consisting of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large. The Executive Board now manages the operations of the District within the approved budget. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community, who approve the budget and any changes to the bylaws. The District employees a part-time REPC Director to manage the administration functions of the District, including grants management, financial management, and emergency planning.

The Emergency Response Team:

The District operates a technical emergency response team. This response team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The team maintains a four level readiness response posture to permit it to immediately deploy an appropriate response to a District's community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the team primarily prepares for response to unplanned accidental chemical releases it is equipped and trained to deal with a variety of weapons of mass destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 39 members drawn from the ranks of the fire departments within the District. The team consists of 6 Technician Team Leaders, 28 Technician Level members, 5 Communication Specialists. In addition to members drawn from member fire departments, the team also includes members from various backgrounds that act as advisors to the team in their specific areas of expertise. These advisors include an industrial chemist and several police officers.

The Team maintains a fleet of vehicles and specialized equipment with a value of close to \$1,000,000. The vehicles consist of a mobile Command Support Unit, 2 Response Trucks, 2 Spill Trailers, an Entry/Intervention Trailer and a Mobile Decontamination Trailer. This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The team equipment is stored at various locations within the District, allowing for rapid deployment when the team is activated. Activation of the team is made by the request of the local incident commander through the Derry Fire Department Dispatch Center.

Response Team Training

In 2009 the Emergency response team completed 950 hours of training, during monthly training drills and specialized classes attended by team members. This training included confined space entry, hazardous materials operations, Level A entry drills, chemical detection equipment operations, chemical identification, facility familiarization, transportation emergencies. Additionally training was conducted with the NH National Guard 12th Civil Support Team and the Federal Bureau of Investigations.

The Team also provided 192 hours of instruction to member fire departments in various Hazardous Materials subjects, including on-scene operations and decontamination.

Emergency Responses

In 2009 the Team responded to 21 incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provides consultation to the fire department on the handling of an incident. Additionally team responded to several incidents including, the identification of spills of unknown substances, substantial hydrocarbon spills, containment of chemical spills as well as providing mobile command post support to member departments during large scale incidents.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at www.senhazmat.org.

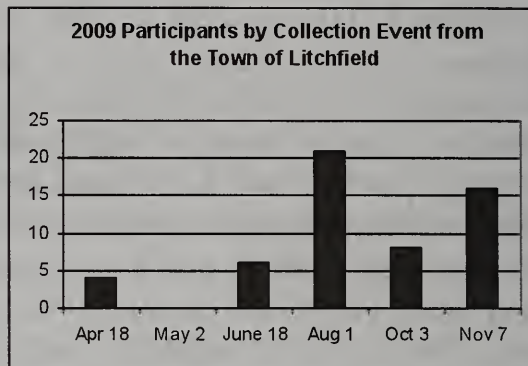
Litchfield Household Hazardous Waste Program Participation Annual Report - 2009

This report documents the benefits that the Town of Litchfield has received through participation in the Nashua Regional Solid Waste Management District's (NRSWMD) Household Hazardous Waste Program. The program has historically been funded in part by exactions from the 10 member-community towns and through grant monies obtained by the Nashua Regional Planning Commission from the NH Department of Environmental Services. The following charts and figures have been compiled through the analysis of data obtained during the six collections held during the spring, summer, and fall of 2009.

Collection Overview

Day	Collection Date	Time
Saturday	April 18	8:00 a.m. to noon
Saturday	May 2 (MILFORD)	8:00 a.m. to noon
Thursday	June 18	3:00 p.m. to 7:00 p.m.
Saturday	August 1	8:00 a.m. to noon
Saturday	October 3	8:00 a.m. to noon
Saturday	November 7	8:00 a.m. to noon

Six collection events were held in the 2009 HHW collection season. Five events were held at the Nashua Public Works Garage, and one event was held as a satellite collection event in Milford. A total of 1,312 households in the region participated, with 55 of those households coming from Litchfield.



Total Participation

In 2009, Litchfield had a total estimated population of 8,468, which is approximately 4 percent of the total 212,906 population of the entire NRSWMD District region. Litchfield residents utilized the collection events at approximately the rate expected (4.2% of total participation) given the town's population share (4%).

Total Households	Apr 12	May 3	Jun 5	Aug 2	Oct 4	Nov 1	Total	Contribution*	Share**
2009 Regional Participation	148	139	185	239	281	320	1,312	n/a	n/a
2009 Litchfield Participation	4	0	6	21	8	16	55	4.2%	4.0%

*Contribution = the percent of participation in 2009 collection events made up of Litchfield residents as compared to total regional participation.

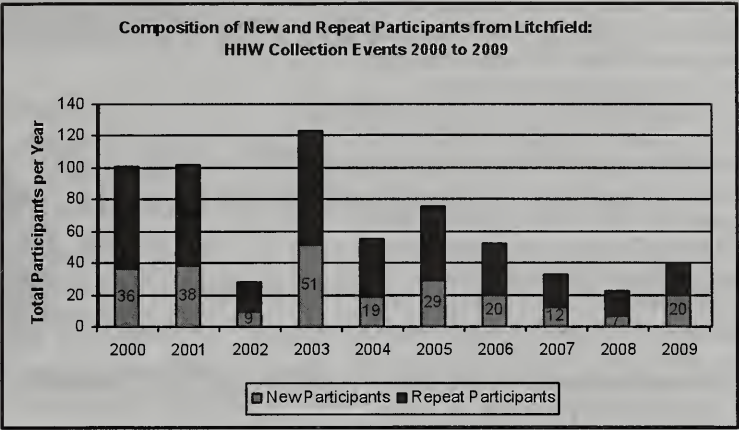
**Share = the expected rate of participation based upon population of the Town as compared to that of the entire NRSWMD.

Towns that have a contribution greater than the share percentage are participating more than expected, based upon population.

Towns that have a contribution less than the share percentage are participating less than expected, based upon population.

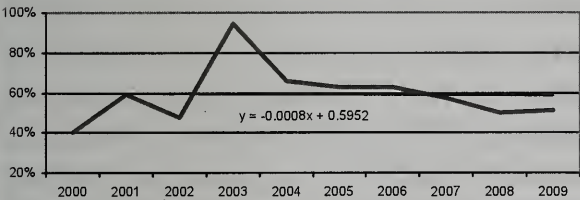
Historic Trend

Ideally, an HHW collection program would only be visited by first-time participants, who then become so well-educated about the alternatives to hazardous wastes. Of course, this is an unrealistic goal, but communities with high rates of first-time participants compared to overall participants may be doing a better job at getting-out the information which can turn a familiar and frequent participant into a one-time-only user.

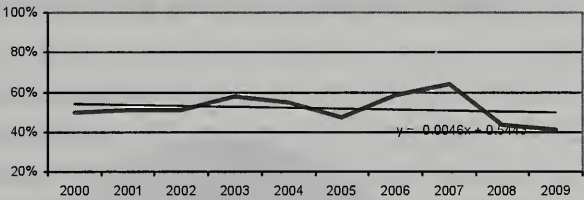


Litchfield averaged a 51% new participation rate for 2009. Overall first-time participation has remained relatively stable over time in Litchfield, as it has regionwide. The following charts illustrate how Litchfield citizens have participated over time. The equations and trendlines shown on the charts indicate the average participation trends over time.

% New Participants from Litchfield:
HHW Collections from 2000 to 2009

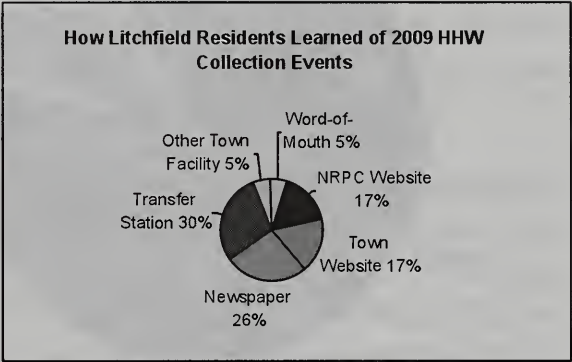


% New Participants for Total NRSWMD:
HHW Collections from 2000 to 2009



Information Sources

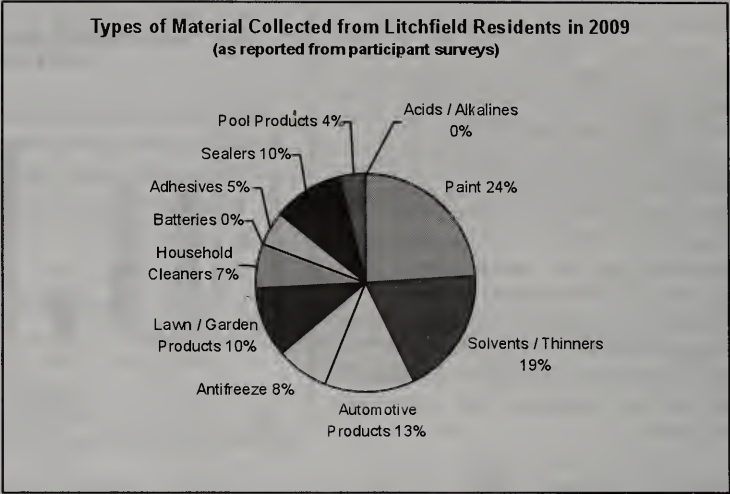
By tracking where participants are getting their information for HHW collection events, we can better target our receptive audiences, as well as reach out to those who never learn of our events, perhaps through new or underutilized information sources. In 2009, Litchfield participants typically learned of HHW collection events through signs or personnel at the landfill/transfer station and local newspapers, as illustrated in the accompanying chart.



Materials Collected

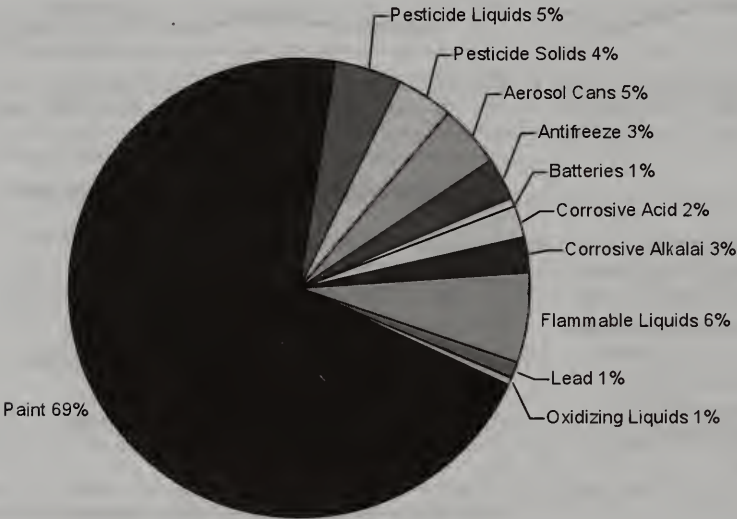
While manifest forms do not provide sufficient detail for our materials disposal vendor to provide accurate information on where waste products are coming, the participant surveys do give an idea of the types of waste begin brought from Litchfield, potentially offering information on further directed outreach and education efforts for the most prominent types of waste. Given Litchfield residents' high reliance on the transfer station and newspaper for HHW collection information, there is an easily directed opportunity for additional education efforts that may have a direct impact on the types of wastes that Litchfield residents bring to collections.

In total, 70,132 pounds of material was collected through the 2009 Household Hazardous Waste Collection Program. As mentioned above, individual volumes are not recorded, and therefore it is impossible to know precisely how the total volume of waste contributed by an individual vehicle or coming from a particular town. We can only estimate algebraically using the proportion of Litchfield participants to total participation to derive a rough percent calculation of waste volume being contributed by Litchfield residents. In 2009, Litchfield residents comprised 4.2% of the total participation, which equates to approximately 2,945 pounds of waste removed from Litchfield's waste stream.



The composition of the total wastes manifested through the 2009 HHW Collection Season is shown below. Paint continues to make up the largest volume type of material collected.

Materials Collected (by Volume) in 2009 Collection Season



LITCHFIELD HIGHWAY DEPARTMENT 2009 ANNUAL REPORT

The Highway Department was very active in 2009 due to continued road repairs, completion of the Bike Path, Talent Road and Winter Circle, and other projects.

Paving - At the Highway Department's request, and with Selectmen approval, Continental paved Wood Hawk Way and 714 feet of Blue Jay Way, a shim and overlay. Also, DLB Paving did repairs on Stark Lane.

Storm Cleanup - A tree contractor was hired to do brush cleanup within the Town due to a storm. The Federal Emergency Management (FEMA) reimbursed the Town \$4,000 for the work associated with the storm.

Talent Road - On December 4, 2007, the Town of Litchfield had been provided a hazard mitigation grant in the amount of \$29,731.00 to enlarge an existing culvert on Talent Road. A total of \$14,865.50 from that award was paid on June 25, 2008, for project start up cost. To date, \$14,865.40 of the federal share remains, with an additional amount of \$1,189.00 for administrative allowance. The purpose of the project is to enlarge the existing 12" metal culvert with an 18" concrete culvert and install headwalls and erosion prevention stone. This is to reduce flood damage to Talent Road and adjacent residences. The engineering firm was Stantec and the project was awarded to American Excavating Corp. as the contractor. The project was completed in 2009.

Winter Circle - On January 7, 2008, the Town of Litchfield had been provided a hazard mitigation grant in the amount of \$165,394.00 to improve the storm water drainage in the residential area of Winter Circle. A total of \$82,697.00 from that award was paid on June 25, 2008 for project start up cost. To date, \$82,697.00 of the federal share remains with an additional amount of approximately \$5,014.00 for administrative allowance. The engineering firm was The Louis Berger Group and the project awarded to Continental Paving as the contractor. The project was completed in 2009.

Bike Path - The Town of Litchfield awarded the Project #14838 The Albuquerque Avenue Trail (Roland Bergeron Bike Path) completion to American Excavation Corporation with a bid amount of \$314,544.25 and approved by the US Department of Transportation, Federal Highway Administration. The project was executed with the help of Stantec Engineering as the overseer of the project. The agreement is contingent upon meeting the starting date of February 17, 2010. If the date is met, one hundred percent (100%) of the construction costs will be funded by the Department of Transportation with AARA funds up to an approved overage of 5%. With the acceptance of the AARA funds requires that the Town maintain the sidewalks for

winter use by pedestrians to the same standard as municipal roads. This project is near completion.

Bike Path Dedication - In consideration of remembering Roland E. Bergeron (former Road Agent/Code Enforcement Officer/Health Officer) and memorializing Roland's work for 48+ years and the prime driver for the bike path, the highway department retrieved from the woods, a granite slab shaped like the State of N.H. which Roland had found in his travels. A bronze plaque was embedded on the stone with Roland's picture.

The construction of the path was started in 1994. The amount completed was 1.8 miles and links the other sections previously constructed.

The Highway Department, in cooperation with approval from Selectmen, and with the help of volunteers such as Brian Novak donating brick and labor, Tim's Turf providing materials, three benches were donated, one from the Lynch Family (Litchfield) etc. and a plaque was installed at the corner of Liberty Way and Albuquerque Avenue and the path was named the Roland Bergeron Bike Path. The bike path dedication and ground breaking ceremony for the section of the bike path to be completed was held on September 16 2009 at 10:30 a.m. with Governor John Lynch, Senator Betsi Devries, Deputy Commissioner Christophe Clement, State representatives, friends and relatives of Roland, Town employees, etc. were in attendance. Following the dedication there was a gathering at the Town Hall.

Work Needed - In taking over as Road Agent and driving around Town, I noticed there are a lot of roads in dire need of repairs such as Albuquerque Avenue. Due to budgetary constraints, a lot of projects were put on hold such as tree removal, stop bar striping, road sweeping, culvert replacement, etc.

The Albuquerque Avenue Chase Brook culvert is in need of repair. The pipes are severely corroded and it is recommended replacing both pipes before the culvert collapses.

Weight restriction - As a result of the Albuquerque culvert situation, the Road Agent recommended posting a ten (10) ton weight restriction on vehicles travelling over the culvert. As such, an ordinance was enacted due to the Albuquerque Chase Brook culvert situation. I, as the Road Agent, recommended to the Selectmen to impose a weight restriction to extend the life of the culvert. The fire trucks and the school buses cooperated by not traveling that section of Albuquerque.

Parking Ordinance - As a result of a parking ordinance enacted by the Selectmen on Brick Yard Drive and Nakomo Drive, signs were installed by the Highway Department.

Guard Rail - The highway department replaced the plastic fence and installed a guard rail at Albuquerque Avenue/Pinecrest Road.

Garage addition - An addition (20x16) was constructed to the highway garage and paid for with road impact fees for a total cost of \$20,000. This would provide bathroom facilities and a place for the drivers to keep warm. A leach field has been installed. The construction of the addition was completed with the help of volunteers and the Road Agent.

New Equipment - The Highway Department purchased a new truck (purchased through State bid to include a wing post, dump body and salt/sander) and a tractor (includes sweeper, snow blower, mower, etc) with impact fee money from the Road Impact Fee account. The tractor is very much needed to maintain the pedestrian/bike path per stipulation of acceptance of the AARA funds.

Highway Block Grant - The Town receives block grant money through the NH Block Grant Program administered by the State Bureau of Transportation Planning for road construction and maintenance projects. The Highway Department submitted updated block grant forms to ensure that Litchfield receives the allowable allotment. Currently, the Town of Litchfield receives \$132,000 in State Block Grant aid.

In conclusion, I want to thank the companies and people plowing and clearing roads as follows: Mark Reilly, Dan Vaillancourt, Doug St. Laurent, Jamie Hysette, Eric Reed, Jeff Guay, and Les Blundon. In addition, I want to thank the Office Staff Lori Dogopoulos and Theresa Brodeur, the Office Manager Linda Langille, Code Enforcement Officer Kevin Lynch, the Board of Selectmen, Police Chief Joseph O'Brion, Fire Chief Thomas Schofield, et al, for their continued support.

Respectfully submitted,
John Pinciaro
Road Agent

HILLCREST CEMETARY ASSOCIATION
NOTES TO FINANCIAL STATEMENT
December 31, 2009

The Hillcrest Cemetery Association is a non-profit association established on November 11, 1908, to improve and maintain the Hillcrest Cemetery located in Litchfield, New Hampshire.

CASH/SAVINGS

Checking Account – St. Mary's Bank	\$ 1,428.11	
Membership Capital Stock – St. Mary's Bank	5.00	
Savings Account – St. Mary's Bank	5,505.45	
Certificate of Deposit – St. Mary's Bank	<u>11,177.30</u>	
		\$18,115.86

CONTRIBUTIONS

Town of Litchfield	\$ 800.00	
Sale of Cemetery Lots	<u>1,600.00</u>	
		\$ 2,400.00

INTEREST INCOME

St. Mary's Bank (NOW)	\$ 2.94	
St. Mary's Bank (Savings)	19.61	
St. Mary's Bank (CD)	<u>285.68</u>	
		\$ 308.23

Treasurer's Report
Litchfield Hillcrest Cemetery Association

Warren W. Adams, Treasurer

INCOME STATEMENT
(As of December 31, 2008)

INCOME

Contributions	\$ 800.00	
Sale of Cemetery Lots	1,600.00	
Interest Income	<u>308.23</u>	
		\$ 2,708.23

OPERATING EXPENSES

Maintenance	\$1,975.00	
Filing Fees	75.00	
Memorial Day Flowers	<u>91.32</u>	
		\$ 2,141.32

NET INCOME (LOSS)		<u>\$ 566.91</u>
--------------------------	--	-------------------------

BALANCE SHEET
December 31, 2008

ASSETS

Cash	\$ 1,433.11	
Savings	5,505.45	
Certificate of Deposit	<u>11,177.30</u>	
TOTAL ASSETS		<u>\$18,115.86</u>

LIABILITIES

Current Liabilities	-0-	
Equity		
Principal Fund	\$17,548.95	
Net Income (Loss)	<u>566.91</u>	
TOTAL LIABILITIES & EQUITY		<u>\$18,115.86</u>

INCINERATOR AND RECYCLING FACILITY

Litchfield Residents,

The facility staff and committee members have been busy working on plans for the mandated incinerator shutdown in 2010. In addition to the planning efforts the facility staff have been hard at work improving the site and increasing our recycling efforts with the support of the residents. During the 2009 the facility processed the following recycling products:

Material	Amount (in tons)
Cardboard	115 tons
Glass	136.51 tons
Aluminum Cans	10.5 tons
Steel Cans	16.46 tons
Mixed Paper	142.81 tons
Scrap Metal	176.56 tons
Electronics	35.48 tons
Plastics	4.57 tons
Vegetable Oil	380 lbs
Fluorescent Bulbs	4480 units

Totals 2009 637.01 Tons Recycled

At current landfill rate this material would have cost \$ 56375.38 in disposal fees

Revenue generated thru recycling	\$27312.49
Recycling disposal fee savings	\$56375.38
Funds saved and generated thru recycling	\$83687.84

Market Pricing 2009

	High	Low
OCC (Cardboard)	\$ 65.00 TN	\$ 30.00TN
Mixed Paper	\$ 45.00 TN	\$ -15.00TN
UBC (Aluminum Cans)	\$ 00.59 LB	\$ 00.48LB
Scrap Metal	\$ 135.00 TN	\$ 80.00TN
Steel Cans	\$ 80.00 TN	\$ 50.00TN

Other Materials recycled in 2009

Cell Phones, Tires, Ink Cartages, Toilets, Sinks, Lamps, Propane Tanks, Fluorescent Bulbs, Ceramic tile, Thermostats, Smoke detectors, Eye glasses, Nickel Cad batteries, Dishes, Mugs, and Yard waste.

New for 2010

Plastics Recycling #1 thru #7

Used Motor oil Recycling(Please notify attendant if mixed)

Scrap Lumber recycling area

Household Hazardous waste information sign

As mentioned, the staff has been working with the Solid Waste Committee to develop plans for the facility and services due to the mandated 2010 shutdown of the incinerator.

The Board of Selectman established the committee on November 2007, with the following members from the facility and community:

John Brunelle, Resident (Chairman)

George Lambert, Board of Selectman Representative

Tom Levesque, Resident

David Mellen, Incinerator and Recycling Facility Manager

Steve Perry, Resident

John Pinciario, Resident

Cecil Williams, Resident

After many months of work by the committee and staff, the committee presented its recommendations to the Board of Selectman during the July 2007 meeting. This presentation can be reviewed on the town website under the Solid Waste department. The basic concept of the recommendation was to continue to leverage the facility and increase the recycling programs to offset the costs of managing the non-recyclable trash.

Respectfully submitted,

David Mellen, Facility Manager

John Brunelle, Solid Waste Committee Chairman

LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

2009 ANNUAL REPORT

The Lower Merrimack River Local Advisory Committee (LMRLAC) was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. As a designated river, the Lower Merrimack is protected under RSA 483, administered by the New Hampshire Department of Environmental Services (NH DES) Rivers Management and Protection Program.

Members are nominated by each riverfront municipality and are approved by the DES Commissioner. Representatives come from a broad range of interests, including but not limited to local government, business, conservation, recreation, agriculture, and riparian landowners. All members are volunteers. This diversity helps bring a variety of perspectives to bear on resource protection and development issues.

The main responsibilities of the LACs are: 1) develop and implement a local river corridor management plan, 2) advise local, state and federal governing bodies and agencies of activities which may affect the water quality or flow of the protected river or segment, and 3) review and comment on any federal, state or local governmental plans within 1,320 feet of either side of the designated river that would alter the resource values and characteristics for which the river or segment is designated.

Members:

Bob Robbins (Chair) – Hudson
Kathryn Nelson (Vice Chair) — Nashua
Karen Archambault (Secretary) — Nashua
Jim Barnes (Treasurer) – Hudson
Glenn McKibben – Litchfield
George May – Merrimack

Associate Members:

Millie Mugica – Nashua

Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm

Volunteer hours contributed for river protection activities: 400

Permits reviewed: 9

In 2009 LMRLAC meetings included the following topics:

- **Recreational Trail Inventory/Plan completed by NRPC.**
- **GI Stone Suppliers, 55 Turbine Way, Merrimack.** There is an existing Heritage Trail easement on the site, which will not be disturbed. LMRLAC requested pedestrian access through the site to access the existing pedestrian easement

- **Interaction with Planning Staff.** Members welcomed Lucy St. John from Nashua and Scott McPhie from Merrimack to a meeting and, discussed the interaction between planning staff and LMRLAC on plans submitted within the corridor.
- **Boating Access.** LMRLAC sponsors the MRWC canoe trip from Merrimack to Nashua.
- **Meeting with Tracie Sales, Merrimack River Watershed Council.**
- **Meeting with Hudson Planning Board.** LMRLAC met with the Hudson Planning Board to discuss their comments on the Plan. Trails and recreation space were discussed at some length
- **Application – Hudson, Pelham Road Dam Repairs, Second Brook.** A letter about the project, recommending a box culvert with the same hydraulics as the existing structure was sent to the town and DES.
- **Manchester-Boston Regional Airport.**
Smart Associates, environmental consultants, worked on the 2009 Airport Master Plan Update. Smart Associates is seeking inputs for the environmental inventory and assessment for the airport. LMRLAC met with the airport and is continuing to encourage less stormwater discharge to the Merrimack River.
- **Merrimack River Sampling – E. coli Levels.** There were high E. coli readings at the Sagamore and Tyngsborough bridges. George stated the Merrimack has typically been clean for the last number of years and will keep an eye on this.
- **Technical and Review Session - Fluvial Geomorphic Assessment**
The preliminary fluvial geomorphic assessment of a portion of the Merrimack River adjacent to and north of the Thoreau's Landing condominium complex in Nashua was reviewed.
- **DES Alteration of Terrain – Litchfield.** LMRLAC recommend keeping all structures at least 50 feet back from the top of bank or beyond. LMRLAC is concerned with how the jurisdictional wetland buffer and the Comprehensive Shoreland Protection Act (CSPA) are measured given the steep bank and shelf of the Merrimack. The history of severe erosion means structures are at risk if built too close.
- **HB2 Sunset Clause.** LMRLAC sent letters and called state reps regarding the sunset provision for “all non-regulatory boards, commissions, councils, advisory committees, and task forces”

Respectfully submitted
Kathryn Nelson, Vice Chair

LITCHFIELD MOSQUITO CONTROL DISTRICT

2009 ANNUAL REPORT

In its second full year of existence, the Litchfield Mosquito Control District (MCD) proved its value to the town when mosquitoes at four separate locations tested positive for Eastern Equine Encephalitis (EEE). Throughout the season the town used light traps to test 5 breeding areas and collected approximately 19,000 samples. Of the 18 different species of mosquitoes identified, three distinct carrier (melanura, salinarius, and vexans) species tested positive for EEE. The positive samples had been collected during the months of August and September; this is known to be the height of the mosquito season.

In the table listed below, is the actual number of species as well as a number of individual adult mosquitoes that had been tested. This table represents the culmination of the entire 2009 testing season.

canadensis	1503
cinerus	373
excrucians	58
ferox	542
japonicus	11
melanura	534
minnesotae	1
morsitans	12
perturbans	12624
piapiens	137
punctipennis	350
quadrimaculatus	20
restuans	30
salinarius	36
salinaruis	18
sapphirina	145
territans	1
trivittatus	501
vexans	2071
	18967

Table 1 Mosquito Species Collected

Note: names in red reflect positive EEE virus test

Following the procedures outlined in our *Arboviral Illness Surveillance, Prevention and Response Plan*, developed earlier in the year by the MCD, and working in concert with the Board of Selectmen, the Public Health Officer and the Office of

Emergency Management, the MCD hired a professional pesticide firm, Mosquito Pest Management Inc. to commence precision barrier spraying in areas around schools and public recreational facilities. Of particular concern at the time was the area around the Griffin School where the 275th Anniversary Celebration was about to take place. Barrier spraying was completed almost immediately and the celebration was able to be held with minimum risk to citizens attending.

Larviciding was the next step in the control process. All the areas where EEE was found to be present were treated with a larvicide targeted at specific species of mosquitoes, those which bite both animals and humans and which carry EEE or West Nile Virus (WNV). This controlled application was done under strict guidelines, under optimal atmospheric conditions and in a very precise manner so as to minimize negative effects on the environment and to maximize its effectiveness on the target mosquito species.

In conjunction with the applications, warnings were posted throughout the town in areas where the public gathers. These posters gave brief summaries of the applications and suggested actions that people can take to mitigate the risk of contacting these serious illnesses. Wearing long sleeved clothing, avoiding swampy, damp areas, using insect repellent containing DEET and staying inside at dusk and dawn are all things that can go far to protect us and our families and all citizens are urged to take these precautions during mosquito season.

Mosquitoes breed in still, undisturbed water. While it is impossible to say for sure that EEE or WNV will be found in Litchfield in the 2010 season, all residents are encouraged to lessen the chance or reoccurrence by removing any standing water from their property throughout the Spring, Summer and early Fall. Barrels, buckets, gutters...anything that can hold water...should be emptied and removed. Of particular concern are old tires and birdbaths. Tires should be removed from all areas and the water in birdbaths should be changed every two or three days.

While we hope it won't be necessary, positive testing next year will mandate additional larviciding or barrier spraying in targeted areas. If you do not want your property treated for mosquitoes you must make a written request to the Board of Selectmen, Attn: Mosquito Control District. Please include your name, street address, phone number and description of your property with its boundaries. If such a request is not received and test pools show up positive in your area, your property may be treated.

Please call the MCD if you have any questions about mosquitoes, the insecticides we use, time and type of applications or for more information about EEE or WNV. You can also visit the NH Department of health and Human Services web site at www.dhhs.state.nh.us or the Centers for Disease Control At www.cdc.gov.

The 2009 season has now drawn to a close; fortunately we have had no reported incidents of human or animal infection within our community. We have filed with the state the appropriate the paperwork which allowed our community to receive \$4352.37 in state refunds.

As we look to the 2010 mosquito season, we have the benefit of a successful year behind us with valuable new insights. This upcoming season will see amendments to our existing *Arboviral Illness Surveillance, Prevention and Response Plan*, along with several proposed recommendations to the Board of Selectmen which will allow our public services to unite and provide a more timely response to the community's needs.

Respectfully submitted by the Litchfield Mosquito Control District
Alfred C. Raccio, Chairman
John Latsha, Vice Chairman
John Poulos, Member
Joan McKibben, Former Member

2009 ANNUAL REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

Transportation

NRPC as the designated Metropolitan Planning Organization (MPO) for the region is responsible for developing and maintaining the region's transportation planning program. This includes soliciting, prioritizing and making recommendations on regional and local transportation projects that are funded through Federal or State sources. NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

- ❖ I-93 Community Technical Assistance Program (CTAP) – The CTAP program is funded by the NH Department of Transportation and administered in the region by NRPC. It is designed to help communities prepare for future growth and land use changes that are anticipated to occur following improvements to I-93. During 2009 this program has provided several products that can be used by the Planning Board and Conservation Commission to prepare for future growth.
 1. Litchfield Economic Development – Using CTAP funding, NRPC assisted Litchfield in an update of the 2000 Economic Development document strategies and goals. This will help the community focus its limited economic development resources on the highest priority activities. In addition, NRPC assisted in preparing and distributing a survey to local business owners to gather information on the local business climate. The third task in the CTAP grant was to develop an economic development web page linked to the Town website. The website is now up and running.
 2. Litchfield Buildout Analysis – This study analyzes the land that is available for development in Litchfield and the development that could occur under existing zoning. In the second phase of this study (to be completed in 2009) an alternative zoning scenario will be developed with the town and analyzed to show the impact of different types of zoning on future growth.
 3. Open Space Assessment – Another CTAP product was an assessment of open space and conservation policies in Litchfield conducted by the Society for the Protection of New Hampshire Forests and NRPC. This assessment was conducted to allow Litchfield's Planning Board and Conservation Commission to determine if current policies were achieving town goals or if the town might consider alternative policy directions.

4. Aerial Imagery and Land Use Mapping – The CTAP program has also prepared new aerial imagery and up to date land use mapping for Litchfield. This data is now available for the town through NRPC.
 5. Litchfield is part of a CTAP Collaborative grant with Manchester, Londonderry Merrimack and Bedford to assess the impact on traffic and land use from the proposed large Pettengill Road development adjacent the new Airport Access Road.
 6. In early Fall, Litchfield was awarded a Phase 2 Discretionary Funding Grant and are in the process of developing up to two innovative land use ordinances. Conservation Subdivision and Inclusionary zoning were chosen by the Planning Board.
- ❖ Human Service Transit Coordination – For several years the Department of Transportation and Department of Health and Human Services have been developing a process for coordinating transit services funded by the two agencies to reduce costs and increase service. The NRPC has been the leader in the state in this process and was recognized as the first regional coordinating group in October 2008. In the coming year it is anticipated that this project will lead to increased transit service throughout the NRPC region and help meet the transportation needs of many seniors and disabled adults without transportation options.
 - ❖ Capitol Corridor Rail Project – During the course of 2009 NRPC continued to push forward the Capitol Corridor Rail project. Activities this year included participation on the New Hampshire Rail Transit Authority, and working with the State NH DOT to submit an application for the rail project using Federal ARRA funds.
 - ❖ Road Inventory – During 2009, NRPC staff prepared the updated the data in the town Road Inventory. This data set allows officials from the Town and NH DOT to have the most up to date information on the Town's roads and will be used for planning road improvements in the community. NRPC's maintenance of the road inventory data ensures that the communities receive the Highway Aid Block Grant Aid money they are entitled to receive through NHDOT.
 - ❖ Transportation Emergency Preparedness Plan – This project identified the impacts of emergencies on the region's transportation system and identified methods to prepare for and mitigate the impact of those emergencies. Members of the town staff including police, fire and planning participated in this effort.
 - ❖ Environmental Planning for Transportation Projects – This project assessed the environmental impacts of all transportation projects that are planned for the

Souhegan Valley watershed and identified approaches to coordinating the mitigation process to achieve the greatest environmental benefit. Members of the town conservation commission and non-profit groups located in the community actively participated in the development of this project.

- ❖ **Regional Traffic Model** – NRPC is updating the regional traffic model to provide morning and afternoon peak hour traffic forecasts. This will allow NRPC to provide more specific information to the town when assessing the impact of traffic from new development. This capability is available for town use whenever there is interest, without cost, and the town staff has utilized NRPC traffic expertise on several occasions during 2009 to help study critical intersections and development issues.
- ❖ **Long Range Transportation Plan** – During 2009, NRPC completely updated the region's Long Range Transportation Plan, Transportation Improvement Program and Air Quality Conformity Analysis. These documents identify transportation priorities for the region and each of the municipalities and are required to receive funding for transportation improvement projects.

Land Use and Environment

- ❖ **Lower Merrimack River Corridor Management Plan** – During 2009 NRPC completed a full update of the Lower Merrimack River Corridor Management Plan. This plan analyzes the lands surrounding the Merrimack River in Hudson, Litchfield, Merrimack and Nashua and provides recommendations for policies, programs and projects that will protect water quality and the river habitat as well as improve public enjoyment of the river. This project was completed by NRPC free of charge to the town using grant funds from the NH Department of Environmental Services.
- ❖ **Merrimack River Trails Inventory** – During 2009 NRPC completed the Merrimack River Trails Inventory in Hudson, Litchfield, Merrimack and Nashua. This study identifies the existing trails that allow access to the river and identifies issues with the use of the trails. The study also identified several significant challenges that exist to opening access to the river to the public and will help town and state officials as they consider policies related to river access.
- ❖ **NRPC Energy Program** – In 2008, NRPC began a multi-year project to provide support to local energy committees. The NRPC will assist these committees in conducting an inventory of the energy use of town facilities and buildings. The NRPC will then assist the town in identifying strategies that can save energy at each facility and develop a road map of the steps the energy committee should be taking to achieve energy and cost savings at town facilities and buildings. This project will extend through 2010.

- ❖ Legislative Services – On an annual basis, NRPC is actively engaged with members of the Legislature on issues that concern member communities. During the 2009 session NRPC was actively engaged legislative issues related to land use law, workforce housing, transportation funding, and commuter rail.
- ❖ Workforce Housing – During 2009 NRPC updated the Regional Housing Needs Assessment. This document is a planning tool for the Litchfield Planning Board that identifies the amount of housing that will be needed in the community by 2015. The town Planning Board can use the Regional Housing Needs Assessment to determine if it is planning for an adequate supply of housing for all income groups in the community. NRPC also provided tools that the town can use in updating its housing policies including assessment tools and model ordinances.
- ❖ Innovative Land Use Planning Guidelines – NRPC working with the other NH regional planning commissions and NH Department of Environmental Services completed development the Innovative Land Use Planning Guidelines. This document provides background research, case studies and model ordinances for the application of innovative land use techniques in New Hampshire communities.
- ❖ Brownfields - NRPC continued its regional brownfield assessment process. This process is identifying brownfields throughout the region that qualify for federal and state funding programs. NRPC staff worked with local officials to identify qualifying brownfields in each of the member communities. Staff then directed NRPC's consultant in preparing Phase I and Phase II brownfields assessments for each of the sites. NRPC staff also worked with town staff members and affected property owners to provide education on the brownfield process and on potential funding sources for cleanup activities. This year NRPC completed an assessment of petroleum related brownfields and began assessing brownfields related to all other pollutants.
- ❖ Regional Stormwater Coalition – The Regional Stormwater Coalition has been working together under NRPC's leadership to help communities required to meet NPDES Phase II stormwater mandates by sharing information and resources. This year the stormwater coalition focused its efforts on developing educational curriculum that can will be used in the schools to train elementary and secondary school children.
- ❖ Resources and Training – Through the innovative iTRaC (Integrating Transportation and Community Planning) program the NRPC provided a wide array of resources to town volunteers and staff. Resource cards and information sheets were developed RSA updates, septic design, site plan review and porous pavement. Training workshops were conducted on an update on NH legal issues for land use, Planning Board basics, and Zoning Board Basics.

- ❖ iTRaC E-News – NRPC sends out iTRaC E-News which provides bi-monthly updates on projects, training and resources available through the NRPC iTRaC program.
- ❖ Small Wind Energy System Training – NRPC facilitated a training session on Small Wind Energy Systems at the Hudson Town Hall on June 3, 2009. The training was conducted by Eric Steltzer, the Energy Policy Analyst with the NH Office of Energy and Planning, and addressed state statutes, siting requirements and ordinance development.
- ❖ Household Hazardous Waste Program – The Household Hazardous Waste (HHW) Program provides residents of the region with the opportunity to dispose of common household chemicals in an appropriate fashion so that pollution of the region's watersheds and groundwater can be avoided. An electronics recycler also participates in these events enabling attendees to dispose of high tech items such as old computers, phones, TV's and other appliances that include hazardous materials. Six HHW events were held this year that were attended by 15 Litchfield households.

Geographic Information Systems (GIS)

The GIS staff at NRPC continues to maintain a diverse collection of spatial databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects.

- ❖ Updated NRPC Standard Map Library for Litchfield. These four standard maps show the Town's Roads and Town Facilities, Environmental and Conservation Areas, Existing Land Use and an Aerial Image of the Town. Two sets of these maps have been provided to the Town.
- ❖ This year NRPC worked with the town assessor and the Registry of Deed database to update the town digital parcel map to include all changes to property data. This item is a critical component of many projects conducted in the town and is always available to the town from NRPC free of charge.
- ❖ Provided town volunteers with all the existing GIS data on CD for use on Town projects. This data has been developed and maintained by NRPC and would have cost many thousands of dollars for the Town to develop on its own.
- ❖ Completed regular maintenance tasks and performed updates to the Litchfield GIS data which is maintained by NRPC, including digitizing new roads, parcels, protected lands, zoning changes, trails, social service or child care providers, land use and other baseline data.

- ❖ Mapped and analyzed trends relative to real estate transactions for the year to maintain a tool for monitoring sales trends.
- ❖ Addressed numerous mapping requests from the Town officials and the public.
- ❖ Continued to update and expand the regional annotation layers for improved clarity, accuracy and detail in mapping tasks.

PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, N.H.

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2008

Pinecrest Cemetery Association of Litchfield, NH is a non-profit association established to improve and maintain the Pinecrest Cemetery located in Litchfield, NH. It is on the cash basis of accounting with its year-end on December 31st.

CASH

Checkbook	\$ 692.59
-----------	-----------

SAVINGS

Citizen Bank	\$ 7,823.41
--------------	-------------

CERTIFICATES OF DEPOSITS

<u>Bank</u>	<u>Acct #</u>	<u>Expires</u>	<u>Amount</u>
		06-10-10	\$ 1,000.00
		10-24-10	4,418.25
		03-17-10	10,186.67
		10-17-10	10,124.18
			<u>\$25,739.02</u>

CONTRIBUTIONS

Town of Litchfield	<u>\$1,392.00</u>
--------------------	-------------------

INTEREST INCOME

<u>Type</u>	<u>Amount</u>
Savings/Checking	<u>\$ 460.07</u>

PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, NH

BALANCE SHEET

DECEMBER 31, 2009

ASSETS

Current Assets:

Cash	\$ 692.59
Savings	7,823.41
Certificates of Deposits	<u>25,739.02</u>

Total Current Assets \$34,255.02

Total Assets \$34,255.02

LIABILITIES & STOCKHOLDERS EQUITY

Current Liabilities: \$ 0.00

Long Term Liabilities: 0.00

Equity:

Principal Fund \$18,803.25

Income Fund \$ (664.99)

Retained Earnings \$16,414.57

Net Income (Loss) (664.99) \$14,651.77

Total Stockholders Equity 33,455.02

Total Liabilities & Stockholders Equity \$33,455.02

PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, NH
INCOME STATEMENT
FOR TWELVE MONTHS ENDED DECEMBER 31, 2009

Income		
Contributions	\$ 1,392.00	
Interest Income	<u>460.07</u>	\$ 1,852.07
Operating Expenses:		
Landscaping	\$ 1,480.00	
Repairs & Maintenance	700.00	
Professional Fees	285.00	
Water	217.88	
Flowers	192.00	
Filing Fees	<u>75.00</u>	
Total Operating Expenses		<u>\$ 2,949.88</u>
Net Income (Loss)		<u><u>\$ (1,097.81)</u></u>

2009 Planning Board Annual Report

The Litchfield Planning Board is made up of volunteer town residents who are appointed by the Board of Selectmen to serve the town by guiding and making recommendations related to the development of the municipality. The members and alternates meet every 1st and 3rd Tuesday of each month throughout the year conducting business on behalf of the Town to insure development meets the standards set through zoning and regulations adopted by the Town. The members and alternates listed below are supported by their recording secretary for accurate meeting minutes, administrative assistant for varying notification and recording responsibilities, among many other duties, and the Nashua Regional Planning Commission (NRPC) for guidance in drafting and implementing local land use laws and monitoring State and Federal laws impacting the Town.

As a result of the national economic slow down, 2009 has been a fairly quiet year for development within the Town of Litchfield. This presented some opportunities for the Planning Board to take advantage of 3 separate Community Technical Assistance Program (CTAP) grants. CTAP is a program assisting communities adjacent to I-93 to prepare and adjust to the I-93 expansion.

CTAP Grants:

\$10,000 – Created a Town Economic Development Website, Surveyed local businesses, and held a public meeting to explain the projected impact to the Town of Litchfield as a result of a proposed commercial park planned at the Airport Access Road and Pettengil Road in Londonderry.

\$40,000 – A 4-Town collaborative effort to study traffic and land use impacts of the above proposed commercial project that will cover 1,000 acres and report collected studies and findings.

\$10,000 – Develop 2 innovative land use ordinances related to CTAP goals. The Planning Board will be offering Conservation Open Space Development (COSD) and Inclusionary Housing ordinances for the March 2010 Town ballot. The COSD proposed ordinance will address controlling sprawl. The Inclusionary Housing proposal will provide housing opportunities mandated by the State of NH statute RSA 674: 58 – 61 Workforce Housing.

The Planning Board retained a consultant to review and make recommendations to update the Board's impact fee structure. This is near completion and final results will be reported to the Planning Board early in 2010.

Respectfully submitted,

Alison Douglas, Chairman	2012
Edward Almeida, Vice Chairman	2011
Steven Perry, Selectmen's Representative	
Jayson Brennen	2012
Leon Barry	2010
Marc Ducharme	2010
Carlos Fuertes	2011
John Miller	2012 (Alternate)

LITCHFIELD PLANNING BOARD
ZONING AMENDMENT QUESTIONS FOR THE
MARCH 11, 2008 WARRANT ARTICLE

Article 2. Are you in favor of the adoption of the Zoning Ordinance Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

AMEND Growth Management - Section 2106.00, Sunset; to extend the sunset date from 2008 to 2010 by amending the following text. "This Ordinance expires May 1, 2010 unless re-adopted prior to that date"

This amendment has Planning Board approval.

Yes ☐

No ☐

Litchfield Police Department

Annual Report 2009

Litchfield Residents

Honorable members of the Board of Selectmen

It is with great pleasure I submit for your perusal the 2009 Annual Report of your Litchfield Police Department.

This year saw many positive changes to the police department. In an effort to follow the blueprint of the Municipal Resources Inc. (MRI) report for the police department, we have moved forward in completing several tasks associated with the detailed report.

The police department hired a contract attorney to prosecute our criminal cases in the Merrimack District Court. The job also entails filing motions, answering discovery requests, legal research, and other duties which require a great amount of time and attention to detail. The hiring of this position has allowed the detective bureau time to investigate criminal activity, that had in the past, been stretched to its limits.

There were some additions to the police facility during this past year. The front of the police station was closed off to allow for more storage. The rear enclosure gave us more room for the securing of evidence. These small changes in the structure gave us a little more breathing room and complied with the MRI recommendations.

Since the release of the MRI report, we broke down the recommendations into two categories, cost associated items and non-cost associated items. As of this date we have completed roughly 67% of the cost items and over 50% of the non-cost items. A majority of the cost items are not under the control of the police department, instead it is under the direct control of the Selectmen, Budget Committee, or town's people. When I prepare the annual budget of the police department, I look at the recommendations of the MRI report and attempt to implement such important items into the budget or place them within a warrant article.

We have not been successful in adding the much needed police officers to meet our staffing needs. The patrol division has reached a critical juncture. Rough estimates show that somewhere between 24%-33% of the time there is either 1 police officer on duty or no police officer on duty. This in my opinion is unacceptable and very dangerous to not only the officers of your police department, but to the citizens in which we try to protect. Unfortunately it is tragedy that brings these issues to light. We have tried to be diligent informing the public of this serious understaffing of police personnel.

I would like to thank the Board of Selectmen for supporting the placement of a new police officer in the 2010 Budget; however the Budget Committee cut the position without even a question on the merits of the position citing the "process" as reasoning. I do not know of any lawful reasons why the positions of the police officers cannot be put into the budget. The request faces the same scrutiny, if not more, by

placing it in the budget. The Selectmen questioned me as to the need and agreed that it was essential to put an officer in the budget. The next logical step would be the scrutiny of the Budget Committee and then to the voters for approval. The Budget Committee chose not to even consider any argument.

The police department has moved forward in training your police officers to the level that is expected by the public in which we serve. To that end we have specially trained officers in the following fields.

- Law Update/ Evidence Procedures
- Interviewing and Interrogation
- Update on Outlaw Motorcycle Clubs
- Advanced Taser Training
- Shotgun / Impact Munitions Training
- Traffic Crash and Traffic Homicide Investigations
- Police Supervisor Training
- Computer Forensics
- Burglary Investigations

The above training was above and beyond some of the minimum training by your officers such as pistol, shotgun, and rifle qualifications, Use of Force Training, and other on-line classes the officers participated in during the year.

Due to budget restraints, the police department is forced to reduce services starting in April 2010. We will no longer be able to provide vacant property checks, fingerprinting, vehicle lockouts, vin verifications, and other non-criminal calls for service. There may be times due to increased activity that minor non – violent calls will be responded to on an appointment basis only.

The department has had a front line police cruiser removed from the budget again and we will reduce our patrol function accordingly. We will be patrolling with one police vehicle 78% of the time up from roughly 34% of the time. The reason for this is the safety of the public and the officer. The officer must be in an emergency vehicle that is dependable, roadworthy, and safe to respond to such calls for service. This is not a step that I find productive or forward moving for the police department; in fact it is in direct conflict of the MRI report *"This system [cruiser rotation] is sound and should continue."* [page 22 MRI Report]. However due to circumstances out of my control, this will be the direction of the police department over the foreseeable future.

In closing I want to thank the staff at the police department over the past year. Without your dedication and diligence this year would not have been such a success. I would be remiss if I did not thank the other departments and staff of Litchfield for their support and that would be the Board of Selectmen, Fire Department, Town Clerk, Highway Department, Code Enforcement, and the SAU.

Respectfully,

Joseph E. O'Brien, Jr.
Police Chief

2009 Offense Log Statistics

Arrests	2008	2009		2008	2009
Adult	142	149	Kidnapping	0	0
Juvenile	36	24	Loitering	0	0
Protective Custody	14	7	Lost Property	13	4
Abandoned 911 Calls	72	53	Medical Emergency	88	66
Alarms	176	125	Missing Person	5	4
Alcohol, Prohibited Sales	0	3	Misusing Absentee Ballot	0	0
Alcohol, Unlawful Possession	7	19	Murder, Attempt to Commit	0	0
Animal Involved Incidents	70	56	Neighbor Dispute	19	14
Arson	3	0	Noise Complaint	31	29
Assaults (All)	54	62	Obstructing Report of a Crime	6	0
Attempt to locate	1	0	Open Door/Unsecured Building	34	25
Attempted Suicide	3	3	Paperwork Service	149	185
Bench Warrant	12	3	Pawn Shop Sales	29	4
Burglary	24	13	Personal Property, Seizure of	0	0
Burglary, Attempt to Commit	3	6	Pistol Permit Application	93	129
Bylaws as to Non Attendance, School	0	3	Police Information	224	134
Child Abuse-Non Violent	1	0	Police Service	281	237
Child Neglect	1	0	Pornography, Child	0	3
Civil Standby	26	28	Pornography, Computer Prohibited	0	0
Computer Related Crime	0	0	Pornography, Internet	0	0
Contributing to the Delinquency of a Minor	0	0	Practicing Medicine without a License	0	0
Criminal Liability for Conduct of Another	0	0	Receiving Stolen Property	2	1
Criminal Mischief	101	94	Recovered Property	15	6
Criminal Threatening	24	13	Resisting Arrest	4	3
Criminal Trespass	20	21	Robbery	0	0
Custody, Interference with	0	3	Robbery, Armed	0	0
Deceptive Business Practices	0	0	Robbery, Armed, Conspiracy to Commit	0	0
Default/Breach of Bail Conditions	6	6	Runaways, Habitual	26	15
Department Assist	58	42	Selling Air Rifles to Young Persons	0	0
Destruction, Attempt to Commit	0	0	Sex Offenders, Registration of	3	8
Detaining Books, Overdue matter	0	0	Shoplifting	0	1
Disturbance in School	0	0	Shots Fired	5	5
Dog Control/Running at Large	69	56	Stalking	1	4
Dog a Menace, Nuisance/Vicious	13	10	Suicide	0	1
Dog, License required	8	5	Suspicious Activity	71	68
Domestic Disturbance	43	65	Suspicious Persons	23	25
Drug Law Violation	10	1	Suspicious Vehicles	38	25
Duty of Parent/School Attendance	0	0	Theft	32	38
Endangering Welfare of a Child	0	0	Theft by Deception	4	1
Extortion, Attempt to Commit	0	0	Theft by Unauthorized Taking	9	0
False Information	0	2	Theft from a Motor Vehicle	43	40
False Personation	0	0	Theft of Services	3	3
False Report to Law Enforcement	2	2	Theft of a Motor Vehicle	5	2
False Swearing	0	0	Tobacco Violations	2	3
Felon/Possession of Dangerous Weapon	0	0	Town Ordinance Violation	10	11
Fire	24	15	Trespassing on School Property	0	0
Fire Code Violations	0	0	Truancy	0	3
Fireworks, Display of	1	1	Unlawful Activities (Littering)	2	4
Fireworks, Possession of	1	1	Unruly Juvenile	18	14
Forgery	1	0	Unsworn Falsification	0	0
Found Property	2	19	Untimely Death	4	4
			Unwanted Person	6	4

2009 Offense Log Statistics

Fraud, Attempt to Commit	0	2	Vehicle Repossession	0	2
Fraudulent Use of Credit Card	1	6	Violation of Probation/Parole	3	0
Handgun, Carrying W/O Permit	0	0	Violation of Protective Order	19	7
Harassment	35	36	Welfare Check	38	42
Hindering Apprehension	0	1	Wire Fraud, Attempt to Commit	0	1
Identity Fraud	10	9	Witness Tampering	1	0
Illegal Night Hunting	0	0			
Indecent Exposure/Lewdness	1	1			
Infernal Machine, Possesion of	0	0			
Insurance Fraud	0	0			
Involuntary Emergency Admission	1	1	Business Checks	16,805	15,318
Issuing Bad Checks	16	1			

LITCHFIELD RECREATION COMMISSION

ANNUAL REPORT FOR 2008

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors. Throughout the year 2009, the LRC continued its learning and services begun in 2008.

The LRC is nominally composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2009, the LRC was comprised of seven full members but no appointed alternates. Longtime member and then Vice-Chairman David Hansberry was reappointed in March but shortly afterward resigned. The Commission expresses its thanks for Mr. Hansberry's many years of service to the Town as a Commission member. No new members were appointed to the Commission for the remainder of the year. There were approximately 18 Commission meetings held during 2009.

At the end of January, the Commission voted to hire Mr. Roy Arria as Custodian/ Groundskeeper on a part-time basis of 8 to 9 hours per week. Mr. Arria was the only person employed by the Parks and Recreation department in 2009. The Commission publicly thanks Roy for his dedication and service in 2009; his labors kept Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and even repainting the interior walls. He also provided a crucial service in being able to schedule and meet with various contractors during the daytime, when Commission members could not; many such repairs and services would not have been possible without Roy. He has saved the Town money by performing numerous tasks and repairs that would otherwise have required the hiring of expensive contractors or else left undone.

Fields, Facilities, and Partnerships

Being composed of volunteers, the LRC rarely originates recreational events on its own. As in 2008, the LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules

for proper usage and access, and provides for maintenance of fields and facilities. Those under the LRC's jurisdiction in 2009 were the same as 2008:

- Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds
- Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive)
- Corning Road baseball fields (Brook Road)
- Jeff Lane baseball fields
- Public tennis courts (Albuquerque Avenue)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane.

A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association
- Litchfield Blast Travel Softball Teams
- Litchfield Girl Scouts
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleballers Club
- Litchfield Recreational Basketball League
- Litchfield Youth Soccer Association
- St. Francis School

The above organizations provided a mix of recreational events and services during the year:

- Youth sports instruction and clinics
- Youth sport games and tournaments
- Adult recreational activities

- Family-fun days
- Entertainment events such as comedy nights, talent shows, and concerts
- Civic events such as fundraisers, cancer and hunger walks
- Scholarships to graduating CHS seniors

LRC Projects in 2009

The primary project and accomplishment of the LRC in 2009 was completing major portions of the Roy Memorial Park Field Expansion project. In 2008, the LRC had issued a Request for Proposals (RFP) for this project, but before the LRC could complete their review of the responses, the project was placed on hold due to questions regarding available Town funds in various accounts (including impact fees) and late year activities related to the 2008 ice storm. Vendors were contacted again in the spring, and the LRC with the approval of the Board of Selectmen awarded contracts for field expansion construction and sprinkler system installation. These construction projects were performed primarily during the month of August and early September. A new RFP (#LRC-2009-1) was issued in August for installation of fencing and softball field backstops and dugouts, with the construction beginning mid-September and completed early October. All of these contracts were paid from existing impact fees earmarked for recreational purposes, not from the Town budget. Since these projects were not funded with property taxes they had no impact on the tax rate:

- Britton's Landscaping and Excavation of Sandown, NH: clear brush and remove stumps; strip loam and regrade area using fill from Corning Field parking area; then top with screened loam; remove playground equipment at Corning field; install gravel and level parking areas at Darrah and Corning, remove old softball field, install two new softball infields in the expanded areas; total of \$42,025.00.
- T.L.C. Turf and Irrigation Services of Litchfield, NH: seed and fertilize newly graded areas; install new irrigation system including a new pump, lines, control box, and heads to cover the entire recreational field, including 5 year warranty; total of \$40,750.00.
- Penney Fence of Londonderry, NH: installation of two complete softball backstops, each with two attached dugouts with raised concrete floors, aluminum benches, infield fencing; plus fencing around the expanded areas of the park and parking areas, including two lockable gates and two walk-through gates; total of \$42,600.00.

To allow the new grass to grow and fields to settle properly so that they could be used at the start of the 2010 spring season, the LRC closed the fields from September through the end of the year.

With the completion of these projects, the Town now has a larger park with a usable recreational field area nearly twice the size of just two years ago, which now supports a full-size soccer field, two regulation-size softball fields, and a park area that will support larger events. As we look to 2010, we hope to develop plans for additional new structures there, such as a new bandstand, pavilion, picnic area, concession stand, etc. as well as providing additional town-wide recreational events.

For the second straight year, Talent Hall passed its safety inspection. Several outdoor lights needed to be replaced, and all three building ceiling fans were replaced after two broke down. A new video camera security system was installed in November, with six cameras (4 outdoor, 2 indoor). Internet access was installed at Talent Hall to support remote access of the security cameras by Litchfield Police and Fire Departments; wireless internet access is also now available within the hall.

In closing, it is the Litchfield Recreation Commission’s mission to promote and increase recreational opportunities in our Town; to keep our Towns’ recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town’s available resources for parks and recreational purposes. However, this cannot be accomplished without additional help. All residents should note that there are presently five open positions on the Recreation Commission, and so we encourage those interested in improving Litchfield’s recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

—Submitted by the 2009 Litchfield Recreation Commission:

- | | |
|----------------------------|--|
| Anthony Schaffer, Chairman | John Bryant, Vice-Chairman |
| Sandra Vance, Secretary | Andrew Collins, Member |
| Maurissa Fluet, Member | M. Patricia Jewett, Selectman ex officio |

Zoning Board of Adjustment Annual Report

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

Section 1: Membership and Assignments

There are currently 5 members and 4 alternates on the Board. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in May.

- Richard Riley was nominated Chair Person in May for another one year term
- Laura Gandia was nominated Vice-Chair Person in May for another one year term
- Tom Cooney was nominated Clerk in May for a one year term
- In November Tom Cooney informed the Board that he wanted to step down as a full member due to ongoing scheduling conflicts. In December the Board decided to elevate John Brunelle, who is currently serving as an Alternate, to the open position replacing Tom Cooney. At the same time the Board also asked Tom Cooney to replace John Brunelle as an Alternate.

Litchfield Zoning Board of Adjustment

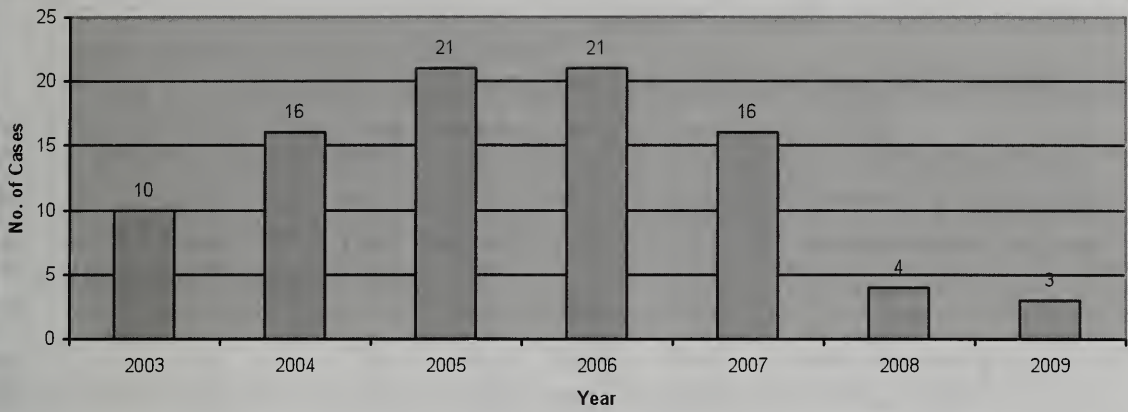
		<u>Term Expiration Date</u>		<u>Years of Service</u>
Members:	John Brunelle - Clerk	March	2011	1
	Laura Gandia - Vice Chairperson	March	2012	8
	Albert Guilbeault	March	2010	3
	John Regan	March	2011	10
	Richard Riley - Chairperson	March	2010	5
Alternates:	Thomas Cooney	March	2012	1
	Eric Cushing	March	2011	3
	John Devereaux	March	2010	5
	Gregory Lepine	March	2012	18
	OPEN			

** I would like to call special attention to Greg Lepine and John Regan for their long standing service on the ZBA and by extension to the town of Litchfield.

Section 2: Case Load and Decisions

In 2009 the Board heard testimony and made decisions on three (3) new cases. The case load remained unusually light for the second year in a row however the growing complexity of the cases brought before the Board resulted in a very busy year. Each case required multiple hearing dates and site walks were conducted on two of the three cases where Wetland Special Exceptions were requested.

ZBA - CASE LOAD HISTORY



Of the total case load heard in 2009:

- There was one request for a Use Variance
- There were no requests for an Area Variance
- There were two requests for a Special Exception
- There was one request for an Appeal of Administrative Decision
- There were no requests for Equitable Waivers
- There were no requests for a Rehearing

Section 3: Budget

In 2009 the Board continued our focus on managing expenses. In mid-year we changed how fees are collected for certified mail notifications to abutters so that payment was made directly to the USPS. This allowed us to return funds that had been budgeted for this purpose and also resulted in a savings by removing the burden of managing these funds from the town. Additional savings were achieved by cutting back or eliminating

non-essential items. I would also like to point out that in 2009 the ZBA members donated miscellaneous office supplies and have voluntarily declined mileage reimbursements for travel related to site walks and training.

Fund: GOVERNMENTAL FUND TYPES Period: January 2009 to December 2009

Account Number	Account Name	2009 Budget	Adjustments	Net Working Budget	Current Year Expenditures	Encumbrances	Balance Remaining
01-4191.30-125	ZB Wages-Secretary/Clerk	600.00	(105.00)	495.00	175.00	0.00	320.00
01-4191.30-328	ZB Public Notices and Ads	638.00	(38.00)	600.00	485.93	0.00	114.07
01-4191.30-344	ZB Secretarial Services	580.00	0.00	580.00	962.75	0.00	(382.75)
01-4191.30-560	ZB Dues and Subscriptions	90.00	(26.00)	64.00	64.00	0.00	0.00
01-4191.30-620	ZB Office Supplies 75.00	(50.00)	25.00	34.38	0.00	(9.38)	0.00
01-4191.30-625	ZB Postage	600.00	(300.00)	300.00	162.03	0.00	137.97
01-4191.30-680	ZB Copier Charges 0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191.30-740	ZB Equipment Purchases	150.00	(100.00)	50.00	0.00	0.00	50.00
01-4191.30-750	ZB Furniture/Fixture Purcha	0.00	0.00	0.00	0.00	0.00	0.00
01-4191.30-810	ZB Mileage and Tolls	175.00	(100.00)	75.00	0.00	0.00	75.00
01-4191.30-811	ZB Seminars	240.00	(140.00)	100.00	100.00	0.00	0.00
TOTAL ZONING BOARD		3148.00	(859.00)	2289.00	1960.09 0.00	304.91	

** Due to the fact there were no cases on the schedule for December the Board anticipates that we will end the year approximately 13% under the Net Working Budget of \$2,289.00 (+/- 1%)

Section 4: Training, Seminars, Certifications

- Attendance at the NHOEP Spring Planning and Zoning Conference training was canceled as part of our efforts to reduce budget spending
- Two ZBA Members, Richard Riley and Eric Cushing, attended the NHOEP Fall Planning and Zoning Conference training

Section 5: Miscellaneous Business

- In April the ZBA received notice on the outcome of the appeal to Docket No.: 07-E-0169 Continental Paving, Inc. et al. v. Town of Litchfield. Town attorney David Leferve submitted the brief to the NH Supreme Court in November 2008. The Supreme Court ruled in favor of the applicant, overturning the ZBA decision in that case.
- In August the ZBA hired Marge Dabrowski as the recording secretary. In a very short time Marge has proven to be extremely capable at fulfilling the job requirements and we are please to have her on board.
- In November the ZBA updated their application forms to conform to the legislative action taken in July which repealed and then reenacted RSA 674:33 I (b). The following Statement of Intent was included in the new law:
 “The intent of [this act] is to eliminate the separate “unnecessary hardship” standard for “area” variances, as established by the New Hampshire supreme court in the case of *Boccia v. City of Portsmouth*, 155 N.H. 84 (2004), and to provide that the unnecessary hardship standard shall be deemed satisfied, in both use and area variance cases, if the applicant meets the standards established in *Simplex Technologies v. Town of Newington*, 145 N.H. 727 (2001), as those standards have been interpreted by subsequent decisions of the supreme court. If

the applicant fails to meet those standards, an unnecessary hardship shall be deemed to exist only if the applicant meets the standards prevailing prior to the *Simplex* decision, as exemplified by cases such as *Governor's Island Club, Inc. v. Town of Gilford*, 124 N.H. 126 (1983)"

The new law becomes effective January 1, 2010 and shall apply to any application or appeal for a variance that is filed on or after the effective date.

- The ZBA has sufficiently completed the process of reorganizing our case files. Only documents required for the official record are being kept. Case files were renamed with MAP & LOT information to comply with recommendations from the building department head.

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town. I'd also like to thank Marge Dabrowski, our recording secretary, who took our minutes this year.

Respectfully submitted,

Richard Riley - Chairperson
Litchfield Zoning Board of Adjustment

Election / Ballot Voting Results
Town of Litchfield
March 10, 2009

Moderator John Regan led poll workers in the Pledge of Allegiance to the American Flag and declared the polls officially open in the Campbell High School gymnasium at 7:00 a.m. Ballot clerks on duty were Joan McKibben, Bertha Miecowski, Patricia Regan and Sharon Jones. Assistant Moderator Philip Reed assisted throughout the day. The polls were declared closed at 7:05 p.m., when the last voter had completed voting.

Six (6) new voters registered through the course of the day, bringing the checklist up to five thousand, nine hundred, forty, (5,940). One thousand, three hundred, thirty three ballots were cast, including twenty-nine (29) absentee ballots.

Results Follow:

Municipal Votes

Article 1, Election of Officers:

Town Moderator, Three-year term:

John G. Regan	1051 Elected
---------------	--------------

Selectmen, Three-year term:

Steven D. Perry	799 Elected
-----------------	-------------

Budget Committee, Two Three-year terms

Michael W. Falzone	747 Elected
--------------------	-------------

William F. Spencer	872 Elected
--------------------	-------------

Trustee to Trust Fund

Maureen Lascelles	Appointed
-------------------	-----------

Town Treasurer, Two-year term

Sharon Harding-Reed	995 Elected
---------------------	-------------

Library Trustee, Three-year term

Gail R. Musco	1004 Elected
---------------	--------------

Road Agent, Two-year term

John E. Pinciario	645 Elected
-------------------	-------------

Article 2. Are you in favor of the adoption of the Zoning Ordinance Amendment No 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

REPEAL Housing for Older Persons – Sections 1025 through 1030

No new developments or additional units shall be approved under this section. Existing approved developments are vested under RSA 674:39 and are required to maintain their status as Housing for Older Persons as approved and recorded at the Hillsborough County Registry of Deeds as of November 10, 2008.

This amendment has Planning Board approval.

Yes	911 Carried
No	371

Article 3. Are you in favor of the adoption of the Zoning Ordinance Amendment No 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

AMEND Section 200.00, Definitions; to ADD section 200.01.1, Abutter

Abutter is defined in Litchfield regulations but had not been defined in the zoning ordinance. Adding this definition will avoid any confusion.

This amendment has Planning Board approval.

Yes	1053 Carried
No	200

Article 4. To see if the town will raise and appropriate the sum of \$1,007,704.00 for the repair, reconstruction and project management of the Page Road culvert, Cranberry Lane Culvert, Chase Brook at Albuquerque Avenue culvert, the reclamation of approximately one mile of Albuquerque Avenue and to authorize the issuance of not more than \$807,704.00 of bonds or notes in accordance with the provision of the Municipal Finance Act, to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to authorize the use of \$200,000.00 from the Highway Block Grant Fund; furthermore, to raise and appropriate the sum of \$11,000.00 for the purposes of paying the first year's bond issuance costs and interest on said bonds or notes.

The Selectmen recommend this appropriation. The Budget Committee recommends this appropriation. (3/5 ballot vote required)

Yes	648
No	636 Defeated

Article 5. Shall the Town of Litchfield raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,179,796.00. Should this article be defeated, the default budget shall be \$4,087,719.00, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA § 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Selectmen

Recommended by the Budget Committee

Yes 574

No 718 Defeated

Article 6. Shall the town adopt the provisions of NH RSA § 37 (Town or Village District Managers) forming a Town Manager form of government, and fix the initial compensation for the position at \$85,000.00 per year (plus benefits), and further to appropriate the sum of \$42,500.00 for salary plus \$14,875.00 for benefits, for the period July 1, 2009 through December 31, 2009 for this purpose?

Recommended by the Selectmen

Recommended by the Budget Committee

Yes 622

No 666 Defeated

Article 7. To see if the town will vote to raise and appropriate the sum of \$253,378.00 for the design and construction of a drainage system located at Winter Circle; \$165,394.00 of this amount will come from a FEMA grant with the balance of \$87,984.00 to be appropriated from the Highway Block Grant Fund and no money appropriated through taxation. This appropriation shall be non-lapsing per RSA § 32:7, VI and will not lapse until the work is completed or December 31, 2013.

Recommended by the Selectmen

Recommended by the Budget Committee

Yes 1051 Carried

No 234

Article 8. Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provides for the following increases in wages and benefits;

2008	\$23,111.00
2009	\$40,804.00
2010	\$45,886.00

And further, to raise and appropriate the sum of \$63,915.00 for the 2008 and 2009 fiscal years, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.

Recommended by the Selectmen		Recommended by the Budget Committee
Yes	453	
No	835 Defeated	

Article 9. To see if the town will vote to raise and appropriate the sum of \$26,642.00 to hire one (1) full time police officer effective July 5, 2009. The cost for the period of July 5, 2009 through December 31, 2009 is \$26,642.00, of which \$18,442.00 is for salary and \$8,200.00 is for benefits and equipment. The annual cost for said officer will be \$56,989.00 of which \$39,957.00 will be for salary and \$17,032.00 will be for benefits and equipment.

Recommended by the Selectmen		Recommended by the Budget Committee
Yes	465	
No	836 Defeated	

Article 10. Shall the Town vote to raise and appropriate the sum of \$13,000.00 (gross budget) to cover the costs associated with sending one firefighter for paramedic training?

Recommended by the Selectmen		Recommended by the Budget Committee
Yes	938 Carried	
No	367	

Article 11. Shall the town vote to require that all votes of an advisory budget committee, budget committee and the governing body relative to the budget items or warrant articles shall be recorded votes and the numerical tally of any such votes shall be printed in the town warrant next to the affected warrant article as specified in NH RSA § 32:5, V-a?

Recommended by the Selectmen	
Yes	1104 Carried
No	170

Article 12. Shall the town of Litchfield vote to allow the Town Clerk/Tax Collector to accept credit card payments pursuant to RSA 80:52-c for the collection of local taxes, charges generated by the laws of utility services, or other fees. The Town will add to the amount due, in addition to any interest and penalties payable, a service charge for the acceptance of the card. The Board of Selectmen in coordination with the Town Clerk/Tax Collector may adopt rules and regulations regarding the collection procedure.

Recommended by the Selectmen

Yes 1019 Carried
No 285

Article 13. To see if the Town will vote to establish a Fire Department Special Detail Revolving Fund pursuant to RSA § 31:95-h (c). All revenues received from fees, charges, or other income derived from Fire Department special details shall be deposited into the Fund, and the money shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Board of Selectmen, and no further approval of the Town Meeting shall be required to expend. These funds may be expended only for purposes of Fire Department special details and associated operation and administrative purposes.

Recommended by the Selectmen

Recommended by the Budget Committee

Yes 859
No 432 Defeated

Article 14. To see if the town will vote to discontinue the elected office of highway agent, and to authorize the selectmen to appoint the highway agent. Which appointment shall be for a term of one (1) year. The current highway agent shall continue to hold the office until the 2010 annual town meeting election, at which time the elected office shall terminate if adopted, the authority of the selectmen to appoint the highway agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

By Petition. Not recommended by the Selectmen.

Yes 559
No 717 Defeated

Article 15. To see if the Town will vote to direct the Board of Selectmen to investigate the adoption of the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the reservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage. By Petition. Not recommended by the Selectmen.

Yes 947 Carried
No 339

Theresa L. Briand
Town Clerk

2009 TOWN OFFICERS AND EMPLOYEE EARNINGS

SELECTMEN'S OFFICE (The secretarial and clerical personnel also serve as staff to the Building, Health, and Highway Departments, Zoning Board and various committees)	Bryon, Frank	1,896.00	
	Jewett, M. Patricia	1,896.00	
	Lambert, George	1,896.00	
	Perry, Steve	1,500.00	
	Santom, ndrew	1,896.00	
	Raccio, I	396.00	
	Dilworth Jr., Howard	653.52	
	Langille, Linda	31,714.48	
	Brodeur, Theresa	44,852.22	
	Dogopoulos, Lorraine	47,511.50	
	Durocher, Cecile	32,134.85	166,346.57
Total Selectmen's Office			
TOWN CLERK/T X COLLECTOR'S OFFICE	Briand, Theresa L.	52,672.96	
	Textor, Patricia	39,896.46	
	Croteau, Claire L.	27,658.54	120,227.96
Total Town Clerk/Tax Collector's Office			
TOWN TRE SURER	Harding-Reed, Sharon	6,346.00	6,346.00
TRUSTEES OF TRUST FUNDS	Lascelles, Maureen	86.68	
	Peeples, Linda L.	86.68	
	Hartling, Sheryl M	86.68	
Total Trustees of Trust Funds			260.04
VOTER REGISTR TION & ELECTIONS	Lepine, Christine E.	323.40	
	Redding, Robert M.	323.40	

Reed, Shirley- nn	323.40	
Regan, John G	184.50	
Reed, Philip M.	143.50	
Briand, Leo T.	14.12	
Brunelle, John R.	14.12	
Jones, Sharon	148.21	
Mieckowski, Bertha	171.73	
Pinciario, Nancy L.	131.74	
Regan, Patricia	127.04	
Total Voter Registration & Elections		1,905.16
TOWN H LL, LIBR RY ND T LLENT H LL	11,528.99	
CUSTODI NS ND GROUNDSKEEPERS	742.00	
Underwood, Joseph	1,495.43	
Dexter, Martha D.	4,789.74	
ria, Roy		18,556.16
Total Custodians & Groundskeepers		
PL NNING BO RD	24,032.43	
McKibben, Joan		24,032.43
POLICE DEPTMENT	76,694.40	
(Includes Special Detail Wages and	70,858.36	
Uniform allowances)	49,953.49	
Costa, Jeffrey S.	73,380.20	
Donnelly, David	78,925.05	
Gott, Gary L.	70,319.85	
Hartley III, Russell	63,077.26	
LaPorte, Jeffrey W.	46,069.18	
Savage, Heath H.	73,333.43	
Whelan, Daniel B.	53,926.29	

Bennett, Robert D.	12,794.40
Corl, Michael T.	35,214.78
Groulx, Thomas E.	266.80
Harris, Steve P.	5,892.10
Houle, Michael R.	15,510.19
Tessier Jr., Dennis	36,698.36
Bessette, Carol	41,916.75
Diviny, Paul J.	16,660.93
Baril, ndrea	26,322.40

Total Police Department

847,814.22

FIRE DEPARTMENT

Schofield, Thomas B.	24,588.84
Nicoll, Douglas M.	69,170.95
Rea Jr., James E.	45,871.61
dams, Warren W.	683.40
llard, Paul	5,843.96
Bavaro, James T.	321.60
Bourque, Kevin C.	12,574.10
Cady, David M.	4,989.12
Croteau, Michael G.	4,631.92
Desmond Jr., Robert	10,619.00
Dube, Steven W	1,034.00
Earle, Derek	10,431.36
Farnham, Edward D.	4,029.50
Garand, Pierre J.	5,400.34
Gaumont, Glenn G.	9,273.06
Glancy, Edward C.	7,870.08
Goulet, Michael R.	6,176.70

Hallowell III, Bruce E	1,619.02	
Jack III, Row W.	2,696.74	
Kearns, Timothy F.	554.76	
Lemay, Mark T.	476.84	
McInerney, William	7,574.22	
McLavey, ndrew	3,016.16	
Morin, Corey L.	1,053.24	
Newell, Jeffrey .	7,725.46	
Nicoll, Jason	3,138.36	
Perrin III, Leslie	1,704.48	
Pinard, Normand J.	643.20	
Rafuse, Thomas W.	3,290.10	
Ricard, Jason	2,000.58	
Richardson, Timothy	8,305.80	
Rumrill, Larry O.	2,177.74	
Schofield, Brian	6,245.74	
Smith, Kelly P.	2,743.10	
Travis Jr., John F.	3,725.90	
Welch II, Robert W.	1,458.86	
Total Fire Department		283,659.84
BUILDING DEPTMENT		
HE LTH OFFICER		
Total Building Department		63,436.60
HIGHWAY DEPTMENT		
Pinciario, John	23,506.66	
DeCosta, Gerard J.	8,200.36	
Fauteux, Gilles J.P.	24,872.21	

Total Highway Department	Blundon, Leslie W. Faucher, Herve G.	5,715.00	62,294.23
SOLID W STE DISPOS L	Mellen, David L. Worster, David E. Faucher, Herve G. Briggs, James D. Shafer, Mark	44,684.64 24,539.40 17,022.05 11,019.94 584.16	97,850.19
Total Solid Waste Disposal			
NIM L CONTROL OFFICER (includes mileage allowance)	Pilon, Gerald F.	12,982.00	12,982.00
LIBR RY	Varick, Vicki L. Bois, my K. Bois, Kelly E. Crete, Leslie McKillop, nn M. Mun, lyssa Pace, Carrie- nne Paquette, Helena Robinson, lexandra Shafer, Caitlyn J.	50,046.76 2,736.68 273.20 1,708.46 23,176.63 143.07 28,045.37 1,576.07 18,241.52 2,610.77	128,558.53
Total Library			
Total Wages			1,834,269.93

RESIDENT MARRIAGES – 2009

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
GOODRICH, SAMUEL V	LITCHFIELD, NH	SCOTT, MICHELLE N	DERRY, NH	DERRY	PELHAM	01/02/2009
CARSON, CHRISTOPHER M	LITCHFIELD, NH	DALTON, DEBORAH J	LITCHFIELD, NH	NASHUA	HUDSON	02/14/2009
WILSON, TIMOTHY A	LITCHFIELD, NH	CASEY, JESSICA L	LITCHFIELD, NH	LITCHFIELD	NORTH CONWAY	02/27/2009
MARTEL, STEVEN	LITCHFIELD, NH	MASSIE, MICHELLE A	DERRY, NH	DERRY	DERRY	04/11/2009
TAVARES, ROBERT D	LITCHFIELD, NH	RICARD, RENEE M	LITCHFIELD, NH	NASHUA	MANCHESTER	04/11/2009
DICKERSON, RYAN S	LITCHFIELD, NH	BRADY, AIMEE B	CHELSEA, MA	LITCHFIELD	LITCHFIELD	04/25/2009
KUEHN, MARK W	MANCHESTER, NH	HOPKINS, JENNIFER L	LITCHFIELD, NH	LITCHFIELD	LONDON DERRY	05/09/2009
REILLY, MARK A	LITCHFIELD, NH	COATES, CYNTHIA A	LITCHFIELD, NH	LITCHFIELD	LONDON DERRY	05/30/2009
GAGNON, DAVID R	LITCHFIELD, NH	GRUELLE, REBECCA D	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	06/13/2009
ARNOLD, MARC D	LITCHFIELD, NH	HAGERTY, KERRI L	LITCHFIELD, NH	LITCHFIELD	HUDSON	06/27/2009
DUPREY, ZACHARY A	LITCHFIELD, NH	TOOHEY, MARGARET A	LITCHFIELD, NH	LITCHFIELD	BEDFORD	07/11/2009
PELTON, JOSHUA R	LITCHFIELD, NH	RICHARDS, SARAH T	AVON, CT	NASHUA	CHARLESTOWN	07/25/2009
BARRERA MIRANDA, VICTOR	LITCHFIELD, NH	DOHERTY, LISA M	LITCHFIELD, NH	NASHUA	LITCHFIELD	07/29/2009
DUFFY, MICHAEL J	LITCHFIELD, NH	BELVILLE, MARIE E	LITCHFIELD, NH	LITCHFIELD	ROCHESTER	08/08/2009
FORREST, FRANK J	LITCHFIELD, NH	CHARBONNEAU, AMY J	LITCHFIELD, NH	LITCHFIELD	WINDHAM	08/15/2009
LANG, MATTHEW W	LITCHFIELD, NH	FERRARO, JENNIFER E	LITCHFIELD, NH	LITCHFIELD	HUDSON	09/19/2009
LYNCH, DANIEL K	LITCHFIELD, NH	ZINK, KATHERINE E	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	10/02/2009
GUTHRO, GERALD G	LITCHFIELD, NH	FENNELL, JOANNE L	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	10/04/2009
HOOPER, TODD R	LITCHFIELD, NH	POWELL, KAREN E	LITCHFIELD, NH	LITCHFIELD	HUDSON	10/04/2009
MURRAY, MICHAEL E	LITCHFIELD, NH	BAKER, AMANDA M	LITCHFIELD, NH	LITCHFIELD	HAMPSTEAD	10/06/2009
DAY, BRYAN W	LITCHFIELD, NH	HUNT, ERIN M	NASHUA, NH	NASHUA	NASHUA	10/09/2009
DIMASCIO, ANTHONY T	LITCHFIELD, NH	DESMOND, CYNTHIA L	LITCHFIELD, NH	NASHUA	NASHUA	10/17/2009
WEBBER, STEVEN J	LITCHFIELD, NH	MAGUIRE, APRIL L	LITCHFIELD, NH	LITCHFIELD	SANDOWN	10/25/2009
SAVERY, NICHOLAS T	LITCHFIELD, NH	DEMELLO, KATE E	FRANKLIN, MA	LITCHFIELD	PORTSMOUTH	11/14/2009
DESJARDINS, GENE M	LITCHFIELD, NH	JOYCE, KARA M	LITCHFIELD, NH	LITCHFIELD	LEBANON	12/12/2009
ARSENAULT, ROLAND F	LITCHFIELD, NH	LEVESQUE, CAROL A	LITCHFIELD, NH	LITCHFIELD	SALEM	12/26/2009

Total number of records 26

RESIDENT BIRTHS – 2009

Child's Name	Date of Bir	Place Of Birth	Father's/Partner's Name	Mother's Name
KETTER,DYLAN MICHAEL	01/02/2009	NASHUA,NH	KETTER,MICHAEL	WEBB,KRISTA
MCCAW,CYRUS TREZ	01/07/2009	NASHUA,NH	MCCAW,NICHOLAS	LOGAN,VERA
BORST,TAYLOR GRACE	01/20/2009	NASHUA,NH	BORST,CHRISTOPHER	BORST,KELLEY
METSIOU,BRIAN CURTIS	01/23/2009	NASHUA,NH	METSIOU,DALE	MERCIER,NICHOLE
GENTILE,TYLER DAVID	01/26/2009	NASHUA,NH	GENTILE,BRENT	GENTILE,CHRISTINE
GOULET,NIKO ROA	01/29/2009	NASHUA,NH	GOULET,BRUCE	BALLESTEROS,CLAUDIA
MOLINO,EVAN JOSEPH	02/15/2009	NASHUA,NH	MOLINO,ROBERT	WARNER,STEPHANIE
LAPLANTE,AMELIA GRACE	03/09/2009	NASHUA,NH	LAPLANTE,DOUGLAS	LAPLANTE,ANGELA
JOLLYMORE,KAYLEIGH LYNNE	03/09/2009	NASHUA,NH		JOLLYMORE,KERRI
LANDRY,JONATHAN CALEB	03/12/2009	NASHUA,NH	LANDRY,ERIC	RANKINS,AMANDA
CHARLESTON-LOPEZ,KALIANNA LYNN	03/14/2009	NASHUA,NH	LOPEZ,JULIO	CHARLESTON,TIFFANY
BROWN,COLE JOSEPH	03/18/2009	NASHUA,NH	BROWN,ANTHONY	BROWN,DAVINA
COOK,REGINA MAE	03/27/2009	NASHUA,NH	COOK,ROBERT	COOK,EMILY
PHILBRICK,VICTOR CRAIG	04/02/2009	DERRY,NH	PHILBRICK,WESLEY	PHILBRICK,JESSICA
SHEARS-BATES,ROBERT MICHEAL	04/09/2009	NASHUA,NH	BATES,ROBERT	SHEARS,MELISSA
ALGEO,JAMES PATRICK	05/12/2009	NASHUA,NH	ALGEO,PATRICK	ALGEO,AMY
KEPPLE,AIDEN PATRICK	06/12/2009	NASHUA,NH	KEPPLE,TODD	KEPPLE,DAWN
PERRY,SAMANTHA LYNN	06/12/2009	NASHUA,NH	PERRY,JONATHAN	DIVINY,JESSICA
CORREAU,ADAM EDGAR	06/20/2009	NASHUA,NH	CORREAU,ADAM	CORREAU,ANGELA
DIENER,MAX JEFFREY	07/06/2009	NASHUA,NH	DIENER,JEFFREY	DIENER,JENNIFER
LAMALFA,GRACIELLA MARIE	07/11/2009	MANCHESTER,NH	LAMALFA,PAUL	LAMALFA,STACIE
OVERBECK,CLAIRE JEAN	07/29/2009	NASHUA,NH	OVERBECK,JOHN	OVERBECK,JENNIFER
OVERBECK,COLE WILLIAM	07/29/2009	NASHUA,NH	OVERBECK,JOHN	OVERBECK,JENNIFER
LEIGHTON,CAMRYN ELIZABETH	08/06/2009	NASHUA,NH	LEIGHTON,JOSEPH	LEIGHTON,MICHELLE
DOUGLAS,TIMOTHY JAMES	08/07/2009	NASHUA,NH	DOUGLAS,MATTHEW	DOUGLAS,KERI
SAWYER,ELIAS JAMES	08/13/2009	NASHUA,NH	SAWYER,BRIAN	SAWYER,ANGELIQUE
DURFEE,SARA JOANNE	08/23/2009	DERRY,NH	DURFEE,SCOTT	DURFEE,LINDA
ABBOTT,CAILYNN DESIREE	09/10/2009	NASHUA,NH	ABBOTT,SHAWN	ABBOTT,CATHERINE
GRANT,AVA RYAN	09/16/2009	MANCHESTER,NH	GRANT,RYAN	GRANT,LORI
LAMBERT,VIVIANNA ELAINE	10/08/2009	NASHUA,NH	LAMBERT,JAMES	LAMBERT,MICHELLE
LONGVAL,ANNA ELIZABETH	10/09/2009	NASHUA,NH	LONGVAL,BRIAN	LONGVAL,KELLEY

RESIDENT BIRTHS – 2009

Child's Name	Date of Bir	Place Of Birth	Father's/Partner's Name	Mother's Name
JOY, KAITLYN ELIZABETH	10/20/2009	NASHUA, NH	JOY, KEVIN	JOY, CARRIE
GRAY, AVA WINTER	10/29/2009	MANCHESTER, NH	GRAY, JASON	GRAY, CATHERINE
D'ANNA, CAMERON MICHAEL	11/13/2009	NASHUA, NH	D'ANNA, DEREK	QUATTRUCCI, AMANDA
D'ANNA, LAILA JADE	11/13/2009	NASHUA, NH	D'ANNA, DEREK	QUATTRUCCI, AMANDA
DUNN, BRADY ALAN	11/23/2009	NASHUA, NH	DUNN, DONALD	DUNN, MICHELLE
WISENBURG, HUNTER MICHAEL	11/30/2009	NASHUA, NH	WISENBURG, MICHAEL	MURRAY, AMANDA
KEENAN, TAVISH JAMES	12/18/2009	NASHUA, NH		KEENAN, ALANNA
MAZZETTI, CHLOE MARIE	12/19/2009	NASHUA, NH	MAZZETTI, MICHAEL	COLUCCIO, MICHELLE
MAILLET, ALISSA KATHLEEN	12/20/2009	MANCHESTER, NH	MAILLET, BRIAN	MAILLET, AMANDA
GAUDETTE, LEAH CAITLIN	12/30/2009	MANCHESTER, NH	MILLNER, JONATHAN	GAUDETTE, JESSICA

Total number of records 41

RESIDENT DEATHS – 2009

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
ANDRESEN, THOMAS	01/09/2009	LITCHFIELD	ANDRESEN, THOMAS	MALKSON, ETHEL	Y
JOKI, HERBERT	01/11/2009	NASHUA	JOKI, WAINO	EKOLA, HILMA	Y
LYNCH, CHRISTINE	01/21/2009	LITCHFIELD	SCHIMPF, ARTHUR	CALDWELL, ALICE	N
DAVIS, AUDREY	01/22/2009	BEDFORD	HURD, WALTER	NUTTALL, ANNIE	N
SMOYAK JR, FRANK	01/28/2009	LITCHFIELD	SMOYAK SR, FRANK	SZUCH, ETHEL	Y
KELLEY, TIMOTHY	02/02/2009	NASHUA	KELLEY, MICHAEL	DAUGHERTY, MARY	Y
AUCELLA, YVONNE	02/08/2009	NASHUA	ZULLO, GIUSEPPE	NATALE, AMELIE	N
MCKENNA, MARGARET	02/15/2009	DERRY	FORRESTER, UNKNOWN	UNKNOWN, UNKNOWN	N
CIOPPA, HARRIET	02/17/2009	NASHUA	ANDERSON, HUGO	OTTENS, EDNA	N
WHITE, FREDRICK	03/16/2009	NASHUA	WHITE, WILLIAM	MCDOWELL, BILLIE	U
RICE, MURIEL	03/24/2009	MERRIMACK	CAMPBELL, RICHARD	DAVIS, LOTTIE	N
SULLIVAN, AURORA	04/13/2009	MANCHESTER	LAZZARO, MICHAEL	CARUSONE, BRIDGET	N
JACKSON, PATRICIA	04/23/2009	NASHUA	LAMPER, CHESTER	NORRIS, NORMA	N
HOPPS, BEVERLY	05/11/2009	NASHUA	BROOKS, KENNETH	PERRY, ELSIE	N
PASCOE, PETER	05/31/2009	NASHUA	PASCOE, ROY	VASSILAKOS, GEORGIA	N
GALIBOIS, KENNETH	07/10/2009	LITCHFIELD	CAPONE, PETER	SPENARD, PEARL	N
DELLUCCI, HILDA	07/27/2009	NASHUA	BARROS, LOUIS	SOUZA, MARIA	N

RESIDENT DEATHS – 2009

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
WINTERS RIEL, PHYLLIS	08/23/2009	DERRY	HARVEY, WARREN	COLBY, HAZEL	N
FORTIN, LINDA	09/02/2009	MERRIMACK	FORTIN, LAURIER	MARINEL, ANNA	N
HORION, JUNE	09/12/2009	LITCHFIELD	COLBY, STERLING	HANEL, GERMAINE	N
KAMPE, MARGARET	09/30/2009	MERRIMACK	FARRELL, LAWRENCE	MACDOUGALL, MARGARET	N
HALE, JAY	10/08/2009	BEDFORD	HALE, BARNEY	MCCARTY, GRACIE	N
MONTGOMERY, ORVILLE	10/19/2009	LITCHFIELD	MONTGOMERY, ORVILLE	SPEAKS, JUANITA	N
HOKENSTROM, FRANK	10/24/2009	LITCHFIELD	HOKENSTROM, FRANK	HAMILTON, BESSIE	Y
AHEARN, ROBERT	11/08/2009	MANCHESTER	AHEARN, PETER	SEELEY, VIOLA	N
GOTHAM, ERIC	11/20/2009	LITCHFIELD	GOTHAM, EDWARD	VAN DINTER, JULIETTE	Y
MCSHANE, MARTHA	11/23/2009	MANCHESTER	WILCOX, EDMOND	ST CYR, IRENE	N
BEAN, FRANKLIN	12/03/2009	LITCHFIELD	BEAN, HAROLD	TURGEON, JENNIE	Y
CARSON, VICTORIA	12/17/2009	NASHUA	AMENKOWICZ, ANTHONY	GALKUNTAITE, DOMICELA	N
KACZYNSKA, EDNA	12/19/2009	NASHUA	KACZYNSKI, ZYGMUND	BUZON, ANNA	N
GRANT, ELIZABETH	12/21/2009	LITCHFIELD	HELBERG, HELMI	UNKNOWN, HOLME	N
YOUNG, ELAINE	12/27/2009	BEDFORD	SMITH, FRANCIS	YOUNG, HORTENCE	N

Total number of records 32

Litchfield
Celebrates
Its
275th
Anniversary
1734 – 2009



September 19 – A Grand Day for Litchfield

By Diane Jerry, Chair
Celebration 275 Committee

Throwing together a party for a town of 8,000 people in only four months is no small feat, but when the guest of honor is 275 years old, everyone pitches in to help. Happily, 2009 coincidentally marked several other Litchfield milestones, and this created even more spirited cooperation.

It was the 275th anniversary of Litchfield's incorporation as a town; the 200th anniversary of the Litchfield Community Church's Presbyterian affiliation; the 85th anniversary of the Aaron Cutler Memorial Library's construction; and the 50th anniversary of the fire station whose construction took several years of volunteer labor before firefighters could roll their only fire truck into it in 1959.

The year's kick-off anniversary event was a bonus. The Litchfield Historical Society, under the guidance of its president, Dr. Steven Calawa, and Vice President Gail Barringer, sponsored an impressive art show on Saturday, August 22, in the Griffin Memorial School gymnasium that featured generations of Litchfield artists. The exhibit set a high bar for the town's official 275th celebration to follow on Saturday, September 19.

Selectman Pat Jewett had gotten the ball rolling by coaxing a few town residents to form a committee and charging us with "planning something appropriate" for the 275th anniversary celebration.

Three of us myself, Claudette Durocher and Selectman Jewett – were veterans of the town's 250th anniversary committee while others – Jean White, Ann Corker, and sisters Sandy and Betty Darling – had only recently moved to Litchfield. Building Inspector Kevin Lynch and Deputy Fire Chief Paul Allard got roped in by virtue of their technical expertise, which they provided with enthusiasm. Somewhere along the line a young mother and one-year resident, Liz Miller, offered her help and ended up in charge of all things technological – our Web site, cable TV spots, and the various links that connected us to the virtual world.

We started out with \$715 bequeathed to us by the 250th anniversary committee. And then Gail Barringer, our fundraising guru, and her dedicated subcommittee trumped the worst economic recession since the Great Depression by raising \$10,269.55 in donations from community-minded businesses and individuals. We cannot overstress the impact these wonderful donors had on our ability to provide an affordable anniversary celebration for our cash-strapped citizenry.

Our hard-working treasurer, Jean White, not only kept track of it all but also became our "T-shirt queen," selling the commemorative items all over town at meetings, social events and even from the back of her car. This raised another \$3,342.00 for the celebration.

Non-cash contributions were equally impressive. The Monadnock Community Land Trust allowed us to park cars in two of the fields in its large organic farm directly across the street from the main fairgrounds at Griffin Memorial School. The Hudson CB Patrol joined forces with our local police in getting traffic safely in and out of the lots. Presbyterian Church volunteers directed parking within them. First Student provided free use of one of the three buses that shuttled fairgoers to the various events from Campbell High School and Darrah Park at the south end of town, and the New England Small Tube company parking lot at the north end.

The Stage Crossing Condo Association provided access to its property so people walking among the venues scattered from the library, church, historical society building and the Griffin Memorial School could avoid walking along the heavily trafficked Charles Bancroft Highway. Matt and Charlie McQuesten spent the summer maintaining this walking path, which charmingly meandered along the edge of their corn crop. Matt also mowed the organic farm fields for parking.

The Tabernacle Baptist Church provided all the tables and chairs we needed for the event, even delivering them to GMS and picking them up at the end of the day. The Hudson-Litchfield

News and The Telegraph provided publicity that we could never have afforded to buy.

The community came together in a big way. So many local groups participated in the parade it was a wonder there was anyone left standing by to watch it! However, crowds lined Route 3-A to take it all in.

Robin Reilly Mosnicka and Heather Reilly Soucy, members of the extended McQuesten Farm family, entered a float that was essentially a huge birthday cake, and spent the day handing out cupcakes at the fairgrounds and inviting people to sign a huge Happy Birthday, Litchfield, card – a fitting entry from a clan whose farm has been in the family since 1744 – only 10 years less than the town has existed. The Litchfield Education Association's float couldn't have been cuter – fourth graders all dolled up as carnations, representative of the group's annual fund raiser for student scholarships.

Griffin Memorial School Principal Martin "Bo" Schlichter marched at the head of a group of his students. There were roller skaters, clowns, horses, golf carts and go-carts, Jack Algeo's Moxie Mobile, lots of motorcycles thanks to the Manchester Motorcycle Club, Ronald McDonald, a large float representing the playing field at the Passaconaway Golf Club, former resident Keith Pedersen playing the flute, long-time resident Jack McKinnon playing his bagpipe, and even the Hip-Hopping Hawks, who jumped rope for the N.H. Heart Association along the entire parade route.

Among the several marching bands, the crowd's clear favorite was the one from Alvirne High School, which represented the alma mater of many Litchfield residents. Antique farm tractors, a reminder of Litchfield's cherished agricultural heritage, formed a nostalgic and colorful end for the parade.

A formal program at the Litchfield Historical Society building followed the parade with Frank Byron, chairman of the Board of Selectmen, serving as emcee. Litchfield Community Church pastor, the Rev. Steve Quinlan, was especially impressive as he offered an invocation in character as the town's first settled minister, the Reverend Joshua Tufts. Rev. Tufts came from Newbury Mass., in 1741 and served until 1744. This was a fitting tribute to the church's 200th anniversary.

Hudson Police Officer Chuck Dyak provided a rendition of the National Anthem that raised goose bumps on the arms of listeners. Tommy Devereaux, 11, played his fiddle, dressed in character as 19th century resident George B. Griffin, founder of the Griffin Store and Tavern.

State Rep. Mary Ann Knowles read a letter of congratulations from President Barack Obama. State Executive Councilor Ray Wieczorek delivered a proclamation from Gov. John Lynch and the Executive Council. State Sen. Betsi DeVries read a proclamation from the New Hampshire Senate and State Rep. Lynn Ober presented a proclamation from the New Hampshire House of Representatives. Most of our 13-member delegation of state representatives and other dignitaries lent a touch of pomp to our otherwise small-town festivities.

There were interesting things to look at even as the formal program ended. The historical society had pulled together a fine display of early local artifacts, which were available all day for public viewing within the old Meeting House, formerly the Town Hall and now in use as the historical society building. Historical re-enactor Paul Dadek set up a small Civil-War era campsite on the grounds. Sue Levesque, a skilled local quilter, stood outside the door for hours collecting signatures on quilt pieces for a commemorative quilt she would be making for the town.

Suddenly, a dozen things happened at once. People spread blankets and lawn chairs over the library grounds to enjoy some fine Celtic music and a large book sale. Digital Age DJz Sean Boutselis set up his equipment at GMS and began entertaining the crowd. A "passport program" opened, giving visitors an incentive to visit the various historical sites and displays. Our charming student re-enactors, all in historical costumes, went to their assigned spots, greeted visitors and acquainted them with the historic persons they portrayed. People who visited all eight designated historic sites in the town center and had their "passport" stamped at each qualified for raffles at the end of the day.

Soon, Donna Thorn of HayDay Farm arrived with three horses and volunteer handlers, along with riding helmets for long lines of children eager to ride. Cluffee the Clown and later Sue Rafferty made balloon animals. Girl Scouts provided face painting. The Lions Club pasted temporary tattoos on dozens of little arms. Organized games popped up all over the fairgrounds. Linda and Bill Rodonis displayed a giant pumpkin and challenged everyone to guess its weight

(736 pounds). State Reps. Lynne and Russ Ober invited children to color pictures for troops serving in the Middle East.

Griffin Memorial School art teacher Heidi Hale Miller welcomed visitors to an art display she'd set up in the school's gymnasium that featured a varied collection of current student art work as well as the 1984 paintings done by local children for the 250th celebration. These 1984 renditions were once displayed annually on the town's voting booth doors. Eventually, the town had to replace these heavy old booths with a larger number of lighter weight ones in order to serve the growing population and the precious art work went into storage in the Griffin School.

Gusty winds provided the only "weather excitement" of the cool, sunny day as handlers had to move the exotic petting zoo tents and the bounce house, inflatable obstacle course and inflatable games close to the tree line in order to prevent them from being blown away by the stiff breezes. Luckily, the fairgrounds had just been sprayed against mosquitoes since the danger of eastern equine encephalitis was a major concern to everyone.

Later in the day, Campbell High School Art Teacher Denise Freeman's students presented puppet shows. The Knights of Columbus offered speed pitching timed with radar guns. Campbell High cheerleaders, Granite State Cloggers and the Granite State Kenpo Studio provided demonstrations. It was all offered for free.

Local charitable organizations including the Garden Club, Women's Club, Hudson-Litchfield Rotary Club, St. Francis of Assisi Knights of Columbus, Open Door Fellowship Church, Lions Club, Boy Scout Troop 11, Girl Scouts, Litchfield Community Church and others opened food concessions, offering their goods at very reasonable prices to their fellow citizens, some of whom no doubt were experiencing financial distress because of the bad economy. An estimated 2,500 residents took advantage of these tasty bargains, and almost all concessions had exhausted their food supply by mid-afternoon.

The local police and fire departments engaged in a spirited softball game, umpired by the Board of Selectmen. Gov. Lynch awarded trophies to both teams – to the firemen for having the winning score, and to the police for surviving the game without so much as a pulled tendon among the entire team. They were all wonderful sports, and both departments also provided support services including (but not limited to) traffic control and first aid. Gov. Lynch was gracious and relaxed as he mingled with people and posed with them for pictures.

The day ended on a high note, with little pumpkins for children to decorate and free cider for everyone. Baton Twirler Kayla Flaherty provided a spirited demonstration with a flaming baton as the fire department set off an impressive bonfire.

And suddenly it was time for the final shuttle bus to carry away the last of the celebrants. Along with our memories, we were left with the question we'd heard most often throughout the day: "Will there be a 276th next year?"

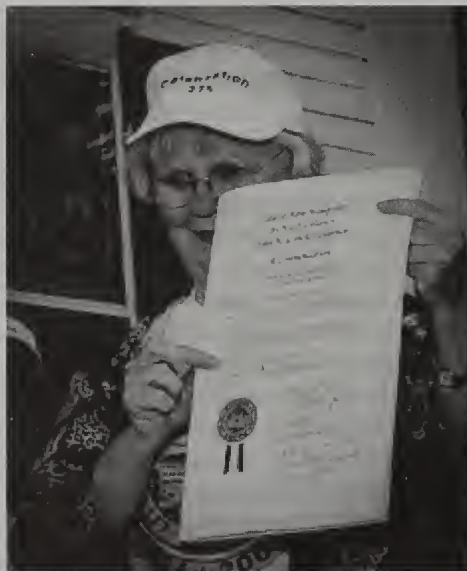
We have many people to thank for the success of this town celebration. Supt. of Schools Dr. Elaine Cutler, all three of our local school principals, and indeed a large number of their staff, including teachers and maintenance workers, helped us in ways money couldn't have bought. Their students were amazing, including the Campbell High School Key Club, which provided volunteers to help with the games and bounce houses. School properties were used for parking areas, parade staging grounds and for the celebration "fairgrounds." Teacher Paula Barry designed beautiful posters to advertise the event; many are no doubt on permanent display in local homes. Thanks to the use of Griffin School restrooms and the porta-potties lent by the town's Youth Baseball League, we didn't have to rent portable sanitation units, and that left more money to hire parade units and rent costumes for our re-enactors.

Our Board of Selectmen, Building Inspector Kevin Lynch, Road Agent Jack Pinciario and his assistant, the capable and patient Gilles Fauteux, Fire Chief Tom Schofield and his department, Police Chief Joseph O'Brien and his department all provided services we could not have done without and probably couldn't have afforded. Selectmen's secretary Lori Dogopoulos always had the Town Hall meeting room ready for us and saw that our meetings were properly posted. Linda Langille, the selectmen's office manager, and accounting assistant Terry Brodeur saw to it that our monies were deposited and our checks written as needed.

Special thanks to local photographer Ray Peeples, the Litchfield Cable Committee and the Campbell High School Film Club for memorializing it all on film, so the day will live on in the annals of our town history.

Especially deserving of special thanks are the members of the extraordinarily hard-working 275th committee:

- Pamme Boutselis, our patient secretary, who made sense of even our most disjointed discussions, coordinated the participation and layout of the various vendors, and handled the bulk of our media publicity.
- Jean White, our treasurer, super T-shirt saleswoman and untiring coach of the teenage re-enactors.
- Gail Barringer, who did a fantastic job of managing both fundraising and publicity and co-chaired the August Litchfield Art Exhibit.
- Ann Corker, who worked on fundraising and wore out her fingers writing thank-you notes.
- Sandy Darling, who worked on the parade committee and served as sometimes-secretary when Pamme was unable to attend meetings.
- Betty Darling who, along with Sandy, was the main inspiration and go-getter behind many of the parade units and fairground events.
- Dr. Steven Calawa, whose historical expertise was the guiding light behind the art show, the Historical Society displays, and scripts for our teenage re-enactors.
- Claudette Durocher, who worked on the formal program, wrote a wonderful town history published in The Telegraph's September 14 edition describing how Litchfield was downsized from one of the area's largest towns to one of its smallest, and worked with the road agent and building inspector on parking and footpath details.
- Elizabeth Miller, who provided us with much-needed technological expertise.
- Pat Jewett, our organizer and selectmen's representative who chaired the children's games committee.
- Building and Health Inspector Kevin Lynch who provided expertise on fairgrounds-related details and parking.
- Deputy Fire Chief Paul Allard who took charge of organizing the wonderful parade.
- And four valued committee members who had to resign for various reasons, but who nevertheless helped out right through the day of the event: Ken and Pat Pedersen and Matt and Christie McQuesten.



Diane Jerry displays the Governor and Executive Council's proclamation commemorating Litchfield's 275th anniversary.

LITCHFIELD 275th CELEBRATION



SATURDAY
SEPTEMBER
19th 2009

A memorable day for Campbell High students

By REBECCA HOWARD
Campbell High School

It isn't every day that Litchfield gets to party. But on Sept. 19, the town definitely had something to celebrate -- its 275th birthday.

The small farming and residential community nestled on the banks of the Merrimack River isn't one for show. When the town planned its anniversary celebration, these values were apparent -- no glitz, no carnival rides, no circus animals trucked in. Instead, Litchfield remembered its history with pony rides, puppet shows and a parade through town.

Many Campbell High School students joined in on the revelry, including a group of juniors -- Cassie Baron, Alyssa Bean, Katherine Childs, Andrew Matte, Shannon Savard and Hannah Webster -- who performed a series of three historical puppet shows over the course of the day.

The students worked tirelessly for three weeks making puppets, writing scripts and designing a set resembling historic Litchfield. Children, teens and adults of all ages gathered around the puppet theater to watch the presentation and learn a little more about the history of their town.

"The audience had a lot of fun watching the show," said Campbell art teacher Denise Freeman, who directed the program along with the school's industrial arts teacher, Charles Mower. "It's great to know we made an impact on the community."

The anniversary parade, with the participation of countless Litchfield residents, started at the middle school and wound its way down Route 3A, wrapping up in the center of town. The procession included the Alvirne High School marching band, various floats and even a giant pumpkin, compliments of Rodonis Farm.

Campbell's varsity soccer and junior varsity football, cheerleading and volleyball teams marched proudly, showing off their school spirit.

"It was awesome to watch my friends and neighbors marching in the parade," senior Shauna Poirier said. "It seemed like the whole town was involved in some way."

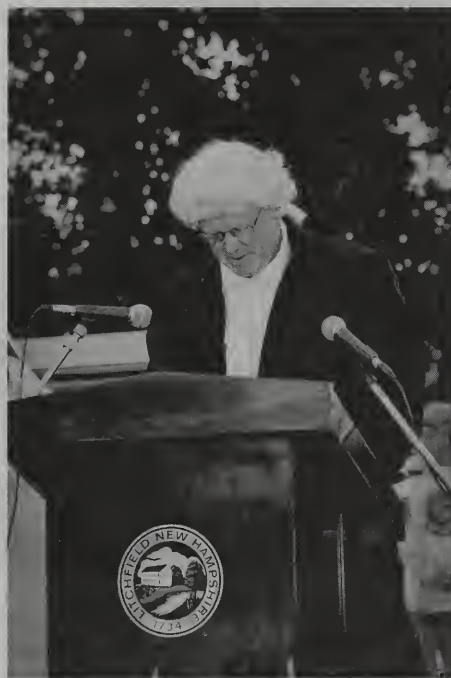
The festivities wouldn't have been possible without the dedication of volunteers from the community, and Campbell students were eager to lend a hand. Senior Bailey Finnegan and other volunteers from Hayday Farm spent six hours walking in circles giving pony rides. Junior Driton Aliu volunteered at the bounce house, managing tons of rowdy children.

"I just wanted to help out my community," Aliu said. "It was great to see so many genuinely happy people."

Although the day lacked circus tents, sideshows and surprises, townsfolk agree that the event was a success.

"It was a chance for Litchfield to come together and do something fun," senior Alyson Stapleton said. "That's all that really matters."

Rebecca is a senior at Campbell High. Her report was first published in The Telegraph of Nashua on Sept. 27, 2009 and is reprinted with the newspaper's permission.



Litchfield Presbyterian Church pastor, the Rev. Steve Quinlan, offers the invocation at Litchfield Historical Society ceremonies dressed as the town's first settled minister, the Rev. Joshua Tufts who served from 1741 to 1744.



Students dressed in period costume portray early Litchfield residents. From left to right are Tommie Devereaux, Jacob McQuesten, Cassie Baron, Katherine Childs, Alyssa Bean, Andrew Matte, Hannah Wester, and Logan Higgins. Missing from the photo is Emily Freises.



Local and state dignitaries gathered in front of Litchfield Historical Society Building for presentation of proclamations commemorating town's history and wishing it well for the future.



Crowd takes in ceremonies at historical society.

275 Celebration Contributors

DLB Paving
Litchfield Garage
St. Francis of Assisi Parish
Deco, Inc.
Continental Crimping Co.
Hudson True Value
Pantry Pride Convenience Store
Tom (Levesque) the Barber
Wilson Farm
Pagewood Association
New England Small Tube
Pennichuck
Linda Jacobson, CPA
Fur 'n Feathers
The French Insurance Agency
Dream Travel
Walter & Suzanne Crowell
Bill & Linda Rodonis
Dustballs Cleaning
Nesenkeag, Inc.
Continental Paving
Optimum Building Systems
Durocher Blueberry Farm
McQuesten Farm
Joseph & Mary Rodonis
Warren's Auto Body
Wm. McNally, Old Time Air
Pat and Will Jewett
Durocher Boat Storage
Costumes of Nashua
Tabernacle Baptist Church
Sam's Club
Jane Bergeron-Beaulieu
Bugaboo Creek
T-Bones of Hudson
Litchfield Truck & Equipment
Deb Gilbertson
HayDay Farm
Toyota of Nashua
Passaconaway Country Club
Dalton Farm
Hidden Creek Country Club
Litchfield Historical Society
Ed & Gail Barringer
ABC Junction

Mel's Funway Park, LLC
Manchester Motorcycle Club
Durocher Raspberry Farm
Affiliated HVAC Services
Romano's Pizza
Resser-Thorner Antiques
Fred Fuller Oil Co. Inc.
Davis Funeral Home
Don & Janet Ferren
Janice Arcanro
Li'l Lobster Boat
Center Stage Salon
Rodonis Gardens
Rachel at Budget Cuts
Flowers on the Hill
Framer's Loft
In Towne Cleaners
Bobcat Store
Smith Farm
Jolt Electric
Litchfield Graphix
Nashua Farmer's Exchange
Rave Reviews
Appletree Mall Cinema 12
Phoenix Printing
Nanci's Nailtique & Esthetique
The Telegraph
Virginia Hokenstrom
Woodman's of Essex
Hudson-Litchfield News
Allegra Printing—Salem
Save-On Septic and Evacuation
Craig Young
Ray Peeples of Trottier Studios
Carney Court Apartments
Open Door Christian Fellowship
Stage Crossing Condo Association
Hage Hodes Professional Assn
Tim's Turf
First Student Bus Co. & Drivers
Lawn Dawg
PSNH
Lewis Engineering
Dumont-Sullivan Funeral Home
Granite State American Kenpo Karate

275 Celebration Committee

Diane Jerry, Chair

Jean White, Treasurer, T-shirt Sales, Re-enactors Coach

Pamme Boutselis, Secretary, Publicity, Concessions

Gail Barringer, Fundraising, Publicity

Ann Corker, Fundraising

Sandy Darling, Parade, Raffles

Betty Darling, Parade, Raffles

Dr. Steven Calawa, Parade, Historical Exhibits

Claudette Durocher, Program, Publicity, Parking

Elizabeth Miller, Publicity, Website

Pat Jewett, Selectmen's Representative, Children's Games

Building Inspector Kevin Lynch, Fairgrounds Layout, Parking

Deputy Fire Chief Paul Allard, Parade

Christie and Matthew McQuesten and **Ken and Pat Pedersen** resigned from the committee for personal reasons but continued to be helpful until the celebration was over

275 Celebration Re-Enactors

The following students, dressed in period costumes, assumed the role of Litchfield residents who made a difference in the town's history. They greeted visitors at the eight historic sites listed on the Celebration 275 map.

No. 1 – **Logan Higgins as Aquila Underwood**, the colonial-era resident who, along with others, petitioned the government of Massachusetts to charter Litchfield as a town, which was achieved in 1734.

No. 2 – **Alyssa Bean as Charles Bancroft**, the ferry boat captain who left money to build a bridge between Litchfield and Merrimack in the early 1900s that was instead used to pave muddy Route 3A, now named after him.

No. 3 – **Andrew Matte as Isaac Center**, the long-time town clerk who was the last operator of Thornton's Ferry, one of two boat transportation services that carried people across the Merrimack River for more than a century.

No. 4 – **Jacob McQuesten as James McQuesten**, an ancestor who was born and raised in Litchfield, graduated from West Point, was killed in the Civil War in 1864 and who is memorialized with an imposing monument in the cemetery at the Litchfield Presbyterian Church.

No. 5 – **Hannah Webster as Bertha Griffin Crowell**, who served as organist at the Litchfield Presbyterian Church for 67 years and was active in the community, especially in matters related to education.

No. 6 – **Cassie Baron as Wyseman Clagett**, who was New Hampshire's last attorney general when it was an English colony and the first for New Hampshire when it became a state.

No. 7 – **Katherine Childs as Florence Center**, who served as librarian at the Aaron Cutler Memorial Library for 60 years, was also an elementary school teacher for many years and was regarded as the town historian.

No. 8 – **Emily Freises as Polly White**, who in 1902 bequeathed land and money for construction of the Naumkeag Grange building, which, until its destruction by fire in 1980, served as a social center for townspeople.

Jacob attends Litchfield Middle School. Emily is a student at Presentation of Mary Academy and the six other re-enactors are members of the Campbell High School Drama Club. In addition to the re-enactors, Tommy Devereaux, a student at St. Francis of Assisi School, roamed the grounds in period costume playing the violin. He performed in remembrance of the young George Griffin who lived in the house next door to the Old Town Hall in the 1800s and was a popular fiddler at dances on both sides of the Merrimack River. Jean White, 275 Committee member, coached the re-enactors and was effusive in her praise of their enthusiastic participation.



Alvirne High School Marching Band fills the air with stirring music as it steps along Route 3A.



Griffin Memorial School students dressed as flowers roll along in the Litchfield Education Association float.

275 Celebration Schedule of Events

- 9:00 a.m. Day-long bus shuttle service starts, running from Campbell High School, Darrah Park and New England Small Tube Corp. parking lot to Griffin Memorial School and Town Center
- 10:00 a.m. Parade begins at Litchfield Middle School and ends at Aaron Cutler Memorial Library

At Historical Society Building

- 10:00-12:00 Civil War re-enactor Paul Dadek
- 10:45 Proclamations and presentations; Litchfield Historical Society program
- 11:15-1:30 Balloon animals and face painting by Cluffee the Clown
- 11:15-4:00 Historical Society Building open for tours
- 11:15-1:30 Passport Program featuring re-enactors of historic Litchfield residents at eight sites
- 11:15 Quilting demonstration, live piccolo and flute music

At Cutler Library

- 11:30-12:30 Aiden's Clan Celtic Band and book sale on library lawn

At Griffin Memorial School

- 12:00 Concessions open on grounds of Griffin Memorial School
- 12:00-2:00 St. Francis Knights of Columbus speed pitching contest
- 12:00-5:00 Girl Scout games, face painting, puppet shows every 15 minutes
- 12:00-5:00 Exhibit in gym of children's art work made for town's 250th celebration along with recent art work
- 12:00-4:00 Wildlife Encounters Exotic Petting Zoo
- 12:00-5:30 Pony rides by Hayday Farm
- 12:00-4:00 Make a Picture for the Troops with Lynne & Russ Ober
- 12:00-5:00 Kids tattoos at Lions Club table
- 12:00-6:00 Music and announcements by Digital Age DJz
- 12:30-4:30 Bounce House, inflatable obstacle course and games
- 1:00 Campbell High School Spirit Team demonstration
- 1:00-3:00 Children's firefighter race game
- 1:00-3:00 Children's games sponsored by 275th Committee
- 1:30-2:00 Granite State Kenpo karate demonstration
- 2:00-3:00 Litchfield Fire Department/Police Department softball game umpired by selectmen
- 2:00-3:00 Granite State Cloggers demonstration
- 2:00-4:30 Balloon animals by Sue Rafferty
- 2:00-2:15 Campbell High School Student Puppet Show
- 3:00-3:15 Campbell High School Student Puppet Show
- 3:45-4:00 Gov. John Lynch presents trophies to members of firefighters and police softball game teams, visits with spectators
- 3:30-4:00 Granite State Kenpo karate demonstration
- 4:00-4:15 Campbell High School Student Puppet Show
- 4:30 Raffle drawings, pumpkin decorating by children and free cider distribution
- 5:00-5:30 Bonfire followed by flaming baton twirling demonstration by Kayla Flaherty
- 5:30 Last shuttle bus leaves school grounds

Parade Participants:

Litchfield Police
Litchfield Fire Trucks
State Police
Flutist and Piccolo Players - Keith Pedersen family members
Dignitaries and Selectmen
Miss Granite State and Ms. Pre-Teen in classic cars
Alvirne High School Marching Band
Historical Re-enactors
Mel's Funway Park Go-Carts
Litchfield Historical Society
Ronald McDonald
Litchfield Boy Scouts, Girl Scouts, Cub Scouts
Litchfield Lions Club
Muchachos Drum and Bugle Corps
Litchfield Women's Club
Cluffee the Clown and Shrek costume character
Baton Twirler - Kayla Fraherly
Antique Fire Truck with Music - Warren's Auto Body
Antique Autos and Moxie Mobile
Manchester Motorcycle Club
Bagpiper - Jack McKinnon
Whiz Bang Roller Skaters
Litchfield Garden Club
Amoskeag Strummers
Southern NH Special Operations Unit
Hip-Hopping Hawks - jump ropers for NH Heart Association
Campbell High School Cheerleaders & Blast Softball Team
Litchfield Education Association Float
Griffin School children and Principal Bo Schlichter
Circus Calliope Wagon - Ron Rodier
Passaconaway/Hidden Creek Golf Club Float
School sports teams
Tim's Turf Float
Noel's Christmas Tree Farm Float
Litchfield Birthday Cake Float by Robin Reilly Mosnicka & Heather Reilly Soucy
Litchfield Presbyterian Church Float
McQuesten Farm Float
Antique Farm Tractors
Horses - HayDay Farm



On behalf of Fire Chief Tom Schofield, the Fire Department and family members, Firefighter Pierre Garand accepts winning softball game trophy presented by Gov. John Lynch.



Gov. Lynch presents runner-up softball game trophy to Police Chief Joseph O'Brien and Officer Dan Whelan, left, and Master Patrolman Gary Gott, right.



Jack Algeo steers the Moxie Mobile with Will Jewett as sidekick.



Charlie McQuesten in festive spirit is at the helm of the McQuesten Farm float.



Children happily hop in burlap sack race.



Concession stands attract a crowd.



Junior Alyssa Bean is shown making a presentation at Campbell High School's historical puppet show.



A two-decker display by Warren's Auto Body leads antique tractors in parade.



The extended McQuesten Farm family, which has called Litchfield its home for 10 generations, salutes the town's anniversary with an eye-catching birthday cake float.



People gather along Route 3A to watch the parade.



Bill Rodonis's prize winning pumpkin is displayed at Griffin Memorial School.



Campbell High cheerleaders perform awesome demonstration with Elyse Killgren, Sera Stackpole and Jess Pinault supporting Sam Baril in her aerial feat.

Photos: Campbell High puppet show by Denise Freeman, Warren's Auto Body tractor display by Wayne Auger; all others by Peeples Photography.

Commemorative report prepared by Claudette Durocher, Diane Jerry and Liz Miller.

ANNUAL REPORT
of the
LITCHFIELD
NEW HAMPSHIRE
SCHOOL DISTRICT



2009

In Memoriam



DONALD G. LIPPINCOTT
AUGUST 8, 1945—MAY 7, 2009

Technical Education Teacher

LITCHFIELD MIDDLE SCHOOL
LITCHFIELD SCHOOL DISTRICT

In Memoriam



JAMES W. BLISS

JULY 5, 1947—NOVEMBER 20, 2009

Physical Education Teacher

**GRIFFIN MEMORIAL SCHOOL
LITCHFIELD SCHOOL DISTRICT**

LITCHFIELD SCHOOL DISTRICT ANNUAL REPORT – 2009

TABLE OF CONTENTS

Administration and Organization

Table of Contents	SD- 4
District Officers	SD- 5
Special Reports	
Report of Chairman of the School Board	SD- 6
Report of the Superintendent of Schools	SD- 8
Report of the Business Administrator	SD- 10
Report of the Director of Special Services	SD- 12
Report of the Director of Curriculum and Instruction.....	SD- 14
Report of the Director of Food Service	SD- 16
SAU/District Staff Roster	SD- 18

Staff and Students

Griffin Memorial School Principal's Report	SD- 19
GMS Staff Roster	SD- 21
Litchfield Middle School Principal's Report	SD- 22
LMS Staff Roster	SD- 27
Campbell High School Principal's Report	SD- 28
CHS Staff Roster	SD- 34
Campbell High School Graduating Class of 2009	SD- 35
School Calendar	SD- 36
Enrollment/Projections	SD- 37

Annual Meeting

Minutes from 1/31/09 Deliberative Session	SD- 38
2009 Litchfield School District Warrant	SD- 50
Elections Results from 3/10/09 Meeting	SD- 53
2010 Litchfield School District Warrant	SD- 55
Minutes from 2/6/10 Deliberative Session	SD- 58

Finance

Report of the Auditor	SD- 76
Statement of Actual Expenditures for Special Ed Programs & Services	SD-133
Student Census of Disabilities	SD-133
MS-27 Budget/Revenue (2010-2011)	SD-134

SCHOOL DISTRICT OFFICERS

MODERATOR

John G. Regan

CLERK

Lynn Baddeley

TREASURER

Lynn Baddeley

SCHOOL BOARD

Dennis Miller, Chair
Term Expires March 2012

Ralph Boehm, Vice-Chair
Term Expires March 2010

Patricia Jewett
Term Expires March 2010

Cynthia Couture
Term Expires March 2011

Jason Guerrette
Term Expires March 2012

Alyson Stapleton
Cameron Branco
Student Representatives to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Ralph Boehm, Vice Chair

Cynthia Couture

M. Patricia Jewett

Jason Guerrette

2009 ANNUAL REPORT SCHOOL BOARD CHAIR

To my fellow residents of Litchfield,

It is with great pride I submit my third annual report as Chairman of the Litchfield School Board. As a board, we remain focused on providing the framework to enable the best educational experiences possible for all students. I am fortunate to have my fellow members on the board; their diverse backgrounds and viewpoints make the experience a truly rewarding one.

Each member of the board continues to participate in some form of work for the district beyond the school board meetings. There are a variety of activities which school board members are involved: meetings with other educational organizations, participation in town and state government, as well as attendance at performances, sporting events, academic ceremonies and more.

The SAU and GMS staff did an outstanding job in working to bring Kindergarten to Litchfield in August of this year. Immediately after the March town vote, people swung into action to secure portables and to work with the building and fire departments to lay out the installation locations and guidelines. Teaching positions were advertised, interviews conducted and teachers selected. Supplies were ordered and setup in the new classrooms once they were complete. When school opened, we had 60+ students enrolled and attending Kindergarten.

We are in year two of a planned three year plan to bring GMS up to state approval standards. Lighting was replaced in ten rooms and non-code compliant wiring was replaced. The next set of ten rooms will receive upgraded lighting this year, and a new handicapped bathroom is planned for next year.

Dr. Elaine Cutler announced her planned retirement this year in October, and the district has embarked on a superintendent search for her replacement. She brought tremendous insight into the education process from her years in Florida as well as in New Hampshire. While she is a school district employee, she has truly been serving the needs of the entire town, and her leadership and can-do attitude will be difficult to replace.

For the second straight year, the students, staff and administration participated in "Make a Difference Week" and focused their efforts on gathering food for the Litchfield Food Pantry. The drive was a tremendous success, filling the pantry for the second year in a row. Thanks to all who participated.

We continue to have incredibly talented staff who are nominated for state and national accolades each year. In the past year, we have had a finalist nominee for Teacher of the Year, a finalist for

Principal of the Year, and a winner of the Milken National Educator Award. Your support of the educational process in Litchfield allows us to attract and retain quality professional people.

I want to again thank the residents of Litchfield for their support of the school district initiatives over the past years. The school board and administration look forward to working together next year to provide the best possible education to each student in Litchfield. It is only together we can truly succeed.

Respectfully submitted,

Dennis Miller
Litchfield School Board Chair



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

2009 ANNUAL REPORT SUPERINTENDENT OF SCHOOLS

It is my honor to present the 2009 Annual Report for the Litchfield School District. This will be the third and final Annual Report that I have had the privilege of writing. I have truly enjoyed my experiences working in the Litchfield School District. It has been a wonderful conclusion to a satisfying and fulfilling 41 year career in education.

In early 2009, the school district examined its safety and emergency procedures. The ice storm of December 2008 found the district a vital partner in emergency management for the community as Campbell High School was the site of a warming shelter for several days during this historic storm. As a result, the town purchased an emergency generator that would more efficiently operate a shelter in the future. School personnel were vitally important during this storm and a note of gratitude for their efforts is in order.

The March School District Meeting resulted in the passage of an Operating Budget of \$20,727,636 and the failure of the Litchfield Education Association (LEA) collective bargaining agreement. The LEA and the Litchfield School District have returned to the negotiations table in hopes of bringing forth a collective bargaining agreement for the March 2010 School District Meeting.

Economically speaking, 2009 was a difficult time for the state and the community. Foreclosures were numerous, and some citizens were laid off as companies downsized and reexamined work force needs. The school district examined its budgetary spending patterns and became more fiscally conservative with a resulting return of funds to the taxpayers in excess of \$500,000.

The year of 2009 noted the passing of two Litchfield School District teachers who were greatly respected and revered in the community. Mr. Donald Lippincott, technical education teacher for more than 20 years at Litchfield Middle School died suddenly in May 2009. Many homes in Litchfield contain cherished wood projects that students completed with Mr. Lippincott. Mr. James Bliss longtime physical education teacher at Griffin Memorial School passed away in November 2009. Mr. Bliss, with his kind and gentle ways, taught hundreds of Litchfield children the joy of being active and healthy. Both gentlemen will be greatly missed by their colleagues and the students whose lives they touched.

Kindergarten became a reality for the Litchfield School District in August 2009 with 62 youngsters housed in portable classrooms with two teachers and two assistants at Griffin Memorial School. Kindergarten was mandated by the State and was subsidized with state funds. Two portable classrooms were earmarked for kindergarten and will be funded by the state for three years. There are now five portable classrooms on site at GMS.

The GMS facility, which is the oldest school in the community, continues to be improved. As part of the negotiated plan for School Approval with the New Hampshire Department of Education, new energy efficient lighting was installed in ten classrooms and the gymnasium, as well as a voice activated alarm

system. Romex wiring was also removed. The lighting project and the Romex removal project will be continued in 2010. Lighting replacement will be a four year project.

The American Recovery and Reinvestment Act (ARRA) has provided the district with fiscal opportunities to enhance special educational services to the district as well as providing improvements for all schools. White boards have been purchased to replace chalk boards at GMS which will result in better air quality for students and staff who are sensitive to chalk dust. An additional mobile computer lab has been received at LMS to provide better access and availability to middle school students, and a paraprofessional has been employed at CHS to provide direct services to at-risk students in the Student Assessment Center.

The district held its first community wide Health Awareness Fair on April 19, 2009 at CHS in conjunction with the Raider Run. It was a well attended event that brought the community into the schools and improved awareness about health, proper nutrition and the importance of physical exercise.

NH state assessment results continue to improve in all schools in reading, mathematics and writing. The rising academic performance of Litchfield students is a source of great pride to school personnel and the community. The District is focused on continuous improvement in academic achievement at all levels for all students. Programs and services are in place for struggling students as well as students who are in need of enrichment activities.

September marked the 275th anniversary of the Town of Litchfield. A great parade was held with much participation by school children and staff. A beautiful float celebrating the scholarship program conducted by the Litchfield Education Association (LEA) with 4th grade students dressed as carnations was a hit with the community. Sports teams walked with their coaches, and GMS students walked with their Principal, Mr. Bo Schlichter. SAU staff as well as school board members decorated and rode on a patriotic school float. Many historic activities were held at the town center with games, food and events held at GMS. It was a superb day for the community.

Thank you for the privilege of serving the Town of Litchfield. There is no greater calling for citizens than to educate the children of the next generation to be caring leaders as well as contributing and productive citizens in this great nation.

Respectfully yours,

Elaine F. Cutler, Ed.D.



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

2009 ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit my annual report on the District's business and financial operations.

Major accomplishments achieved in 2009 include the first year implementation of new financial and human resources management software, meeting additional federal requirements from the stimulus program, revision of finance and purchasing policies, and major building projects at Griffin Memorial School.

The District closed fiscal year 2009 with an unreserved and undesignated general fund balance of \$522,557 or 2.85% of the total General Fund expenditures. Major contributing factors to this fund balance were: \$56,212 in excess revenues which must be returned to the year-end fund balance; an under spend in Special Education student specific budget accounts of approximately \$230,000 as these anticipated expenses which were budgeted for specific students were not required; an under spend in self-funded programs of \$50,171; and a \$56,000 under spend in the vocational education program due to fewer students attending the regional technology centers. Year-end spending restraints implemented by the Superintendent in order to return a higher year-end fund balance to help reduce taxes were also a major contributor. We continued to closely monitor spending through a formalized forecasting process involving the entire administrative team.

The District received a positive preliminary report from our auditors on our 2009 financial audit, with no material issues identified requiring further management action. Due to new auditing standards and the additional work required by our auditors to implement them, the final audit report has not been released as of the writing of this report. This year the District implemented the provisions of the Governmental Accounting Standards Board Statement 45 (GASB-45) *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (OPEB)*, which requires that the long-term cost of retiree health care and obligations for other OPEB benefits be determined on an actuarial basis and reported in the District's annual financial report. The District does not subsidize health care benefits of its retirees. All retirees pay 100% of their benefit costs. However, the State of New Hampshire requires that the District include its retirees in the same insurance pool as active employees which may result in a higher rate for active employees.

We are thankful to the voters for approving an assistant treasurer position on the 2009 warrant. This was an area of concern identified by our auditors in our 2008 annual audit report.

All of our required reports to both the NH Department of Education and NH Department of Revenue Administration were successfully submitted accurately and on time. We continued to monitor our internal controls and modify processes when needed.

Our finance staff successfully handled ongoing operations including the first year-end close on our new eFinancePLUS financial management and HR software solution and the added accounting and reporting requirements from the federal government's American Recovery and Investment Act (ARRA).

A major effort was made to update critical business and finance policies and processes. A new Investment Policy was approved along with updates to many finance and purchasing policies. In

addition, the District implemented a new procurement card program to modernize our procurement process. The program will reduce the cost of purchases due to a year-end rebate. I want to acknowledge the continued excellent work and dedication of Chief Accountant, Jo Ellen Bellerive, and Payroll Coordinator, Bernice Manikas. I also want to acknowledge HR Director, Deb Mahoney, for her valuable contributions and support in the business and finance operations of the District.

Buildings & Grounds Operations continued to concentrate on improving the maintenance of facilities along with ensuring a clean and healthy environment. Griffin activities were the major area in 2009. Projects included the completion of some major building repairs and improvements in order to meet health, safety and school approval requirements. These included lighting, wiring and fire alarm system upgrades. In addition, installation of three new portable classrooms along with the site setup was completed for the newly mandated public kindergarten program.

Thanks to the donation of a portable building from the Town of Hudson Library Trustees, additional storage was made available at Campbell High School. We continue to work on completing the development and implementation of our district-wide preventive maintenance plan and processes. The use of energy consultants and a joint energy supply bid process continued to save the District money in its energy procurement.

I wish to acknowledge the excellent and dedicated work of our facilities team: Sue Ayer (Campbell High), Matt Bennett (District-wide Building & Grounds Coordinator), Dave Ross (Griffin Memorial), and Jack Williams (Middle School), and their staff for their excellent job in maintaining our facilities and grounds for our students and staff.

Technology efforts were concentrated on the upgrade of computer labs and the deployment of a significant number of computers and monitors we received from the Internal Revenue Service. In addition, we signed a contract with a new data communications provider that has improved service and significantly reduced costs. I do wish to take this opportunity to acknowledge the work of Technology Director, Bruce Ballou, and Technology Coordinator, Rob Demaine.

A separate report is being submitted by the director of food service. Our food service operations continue to be well run and meet the needs of our students and staff. I do wish to take this opportunity to acknowledge the excellent work of Hilda Lawrence, our Food Service Director, and her staff.

As we enter 2010, my team and I look forward to completing the implementation of a district-wide maintenance plan, completing the implementation of our new finance and HR software solution and continuing our progress in improving the business and financial operations of the District.

Respectfully submitted,

Stephen F. Martin
Business Administrator



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

2009 ANNUAL REPORT DEPARTMENT OF SPECIAL SERVICES

The Special Services Department is responsible for a number of different areas of education. In addition to special education, the Special Services Department includes 504 students, English Language Learners, and home schooled students. In 2009, 25 students were home-schooled in the Litchfield School District.

This year school districts across the country were given funds from the *American Recovery and Reinvestment Act (ARRA)* to spend on various special education enhancements and school initiatives. The Litchfield School District grant was \$342,741 for IDEA and \$4,467.87 for Pre-school. Funds from this grant are being used for improvements to technology in each school, including a computer pod at Griffin Memorial School for special needs students, a portable computer lab at Litchfield Middle School for access by special education students and other students, a computer pod at Campbell High School for students transitioning to post-secondary training, and touch-screen laptops for our most challenged students. In addition, Griffin Memorial School has installed new whiteboards in each classroom to alleviate allergens from chalk dust in the classrooms. For all students this should help create a healthier environment more conducive to learning. The grant funds will be expended over the course of a two year period.

A number of our staff have attended conferences and are members of organizations that will benefit the students of the district. Elin Pelland, our school social worker attended the Mental Health in Schools National Conference in Minneapolis, MN. In addition, Elin is involved with the Community of Practice (CoP) for Mental Health, along with the district School Psychologist, Kristen Beckley. CoP is a term used to describe a group of people who share an interest. The district Transition Specialist, Lesleigh Buchanan, is participating in the Community of Practice for Transition. These organizations allow our staff to share ideas and problem solve with their counterparts in other communities, and to bring these ideas back to the Litchfield community to further enhance their work with students.

Once again this year we have been fortunate to receive IDEA funding for preschool needs. Some of these funds are being used to enhance the learning of our youngest students through the use of music. Shannon Laine, who is a music therapist through the Manchester Community Music School, provides music therapy twice weekly in the preschool. Music therapy promotes learning through multi-sensory stimulation. This service allows those students without language to communicate and provides a means to express themselves non-verbally. This program has been well received by the students and their families.

The special education staff welcomed three new staff members this school year. Kelly Ardita has joined the middle school staff as the eighth grade Special Education Teacher. In addition, Joanna Preucel is the new Special Education Teacher at Campbell High School, and works with ninth and tenth graders. Our third new staff member is Bonnie Johnson-Barry at Griffin Memorial School, who services our kindergarten and preschool students. We are grateful to have these new staff members as a part of our district team.

The Special Services department is focusing on more positive experiences for all of our students and their families. Through collaborative efforts with regular education staff and organizations from other New Hampshire school districts, our goal is to assist all students through the learning process, and to make their educational experience a positive one.

Respectfully submitted,

Ronda Gregg
Director of Special Services



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

2009 ANNUAL REPORT CURRICULUM AND INSTRUCTION

It is with pleasure that I submit this annual report as the Director of Curriculum and Instruction for the Litchfield School District. The Litchfield School District continues to progress toward achieving the goals set forth by the Litchfield School Board.

Each school in the district has made significant strides this past year in achieving the School Board goal of improving student achievement for all students. The percentage of students achieving proficiency on the state assessment, New England Common Assessment Program (NECAP), increased in every grade level in the district in reading, mathematics and writing as compared to the previous year's scores. In the NECAP Science assessment, the percentage of students meeting proficiency increased in two of the three grade levels assessed. The percentage of students scoring in the Proficient with Distinction category, the highest level of proficiency, increased in six out of the seven grade levels in both reading and mathematics and two out of three grade levels in writing. Finally, the median score on the Northwest Evaluation Assessment (NWEA), in seven of the eight grade levels increased from the previous year in mathematics, and five of the eight in reading.

The above stated improvements are linked to many curriculum and professional development activities that have occurred over the past year. Teachers continue to instruct our students in the newly aligned Litchfield School District Mathematics Curriculum utilizing the recently acquired enVisionsMATH Program by Scott Foresman in grades K-5, the Mathscapes mathematics program by Glencoe/McGraw-Hill Publishers in grades 6-8, and the Discovering Mathematics series by Key Curriculum Press in grades 9-12. The enVisionsMATH research study concluded this past spring with overwhelming positive results in the Litchfield data as well as the overall study data. The study found that students who participate in the enVisionsMATH Program performed better than their peers who participate in other math programs in the areas of math computation, math vocabulary, math problem-solving, and mathematics communication. These positive results of this study led to the decision to implement this program in all classes and in all grade levels K-5 in the district.

The Litchfield School District Language Arts Curriculum K-12, Music Curriculum K-12, and Art Curriculum K-12 have been revised, aligned to the state level expectations and approved by the Litchfield School Board this past year. The formation this fall of the Litchfield School District Performance and Evaluation Review Committee (PERC) which consists of school district personnel as well as community members has led to a more transparent approach to curriculum and resource adoption for the Litchfield community. PERC is currently reviewing the newly aligned Science Curriculum K-12 draft and is looking to review the Health; Information, Communication, and Technology (ICT); and Physical Education curricula drafts this coming year.

Professional development has been key in the improvement in student achievement seen this past year. Campbell High School teachers have been engaged in professional development specifically designed to

address recommendations from the New England Association of Schools and Colleges (NEASC) accreditation report during the late arrival days this school year. Litchfield Middle School continues to receive training in the implementation of the Six Traits of Writing and Campbell High School has joined them in this effort to support a district-wide approach to writing instruction. Griffin Memorial has continued with training in the implementation of enVisionsMATH. Each of the three schools continue to implement their respective assessment plans to effectively use assessment data to inform the instruction in the classroom.

Through the acquisition of grant funds both from the federal government and other organizations, the district has been able to support and start programs designed to meet the needs of the district's students and teachers. With Federal Title I funds, the district was able to expand the summer literacy academy from 20 students in grade 1 to over 70 students in grades 1-8 this past summer. Grant funds also supported additional reading and mathematics personnel at Griffin Memorial School, continued the Project 230 program at CHS, provided specialized reading and math instruction, and an afterschool tutoring program at LMS. Our Federal Title IIA funds continue to support our New Teacher Mentoring program which saw a 97% success rate in retaining quality teachers since its inception in 2008 as well as our Teachers Teaching Teachers program. The Federal Title IV funds were utilized to support the Green Team at GMS, Leaders in Prevention Program and PBIS at LMS, Challenge Day, Suicide Prevention, Project Impact and advisory at CHS.

In an effort to provide opportunities to challenge our advanced students beyond the classroom, through a generous grant from the New Hampshire Charitable Foundation and a grant from BAE systems, the first FIRST (For Inspiration and Recognition of Science and Technology) Robotics team at CHS was able to be formed and will compete this coming March at the Verizon Wireless Arena in Manchester. Another private grant and the dedication of two parent coaches allowed the development of our FIRST Lego League at LMS where the team placed fifth and received the Sportsmanship Award. An Advanced Learner Taskforce meets monthly to continue to find and implement challenging and creative opportunities for our students.

I wish to thank all the staff, administrators, school board members, and community members who work to provide a quality educational program for our students. I look forward to continuing to work with them all in achieving the goals established by the Litchfield School Board.

Respectfully submitted,

Amanda Lecaroz
Director of Curriculum and Instruction



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

2009 ANNUAL REPORT

FOOD SERVICE

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my 11 years with the district, I have had the pleasure of working with a hard working food service staff, supportive administrative and SAU staff, dedicated faculty and support staff and wonderful students. Together we have made strides in improving and advancing the food service program throughout the years.

This year we have a Special Milk Program for the kindergarten students at Griffin Memorial School. This program offers kindergarten students who are in school for half day sessions to purchase low fat milk for snack time at a reduced rate of 25 cents, or free to those who qualify. Currently there are an average of 25 students or 40% of enrolled kindergarten students who participate in this program.

The Griffin Memorial School food service staff is also preparing lunches for St. Francis School in Litchfield starting this past September. This had been done at Campbell High School for the past several years. An average of 50 meals a day are prepared by GMS food service staff Monday to Thursday and picked up daily for transport by a staff member from St. Francis School. Operations are running very smoothly.

At GMS an average of 52% of its enrolled students from Grades 1-4 purchased a reimbursable lunch this year. Students have a choice of a hot entree or sandwich alternate. Ice cream (low fat and reduced sugar) is sold once a week. A la carte snacks such as fruit, vegetables, yogurt, puddings and desserts when listed on the lunch menu can also be purchased. Pre-plated salads are also available for teachers and staff. Lunch, milk and a la carte prices have not change from last year at all schools.

Activities at GMS cafeteria included the "Founding Father's Feast" which celebrated Litchfield's 275th Anniversary in September. In October, National School Lunch Week was celebrated with the theme "All Star Lunch" and the students participated in a sunflower seed guessing contest. In November, the kitchen staff passed out Thanksgiving coloring page for the students to color and polled their favorite Thanksgiving food. A Thanksgiving lunch was served and some special prize giveaways were awarded. In December students and staff were invited to decorate a paper link that was used to create a huge Holiday garland that was hung in the cafeteria for all to enjoy!

Kudos go to Mrs. Ashe's fourth grade students for interviewing me with very thoughtful questions regarding the School Lunch Program at GMS. A big thank you to these students for their contribution to the December menu. Using the USDA nutrition guidelines for School Lunch they created the "Fab Four" menu.

Special thanks go to my GMS staff: Sheila Dion, Cristen Thorpe, (who celebrates her 5th year with us!), Laura Dampolo and Pat Covey for all their hard work and enthusiasm to prepare delicious, healthy

lunches to the students of Griffin as well as adding a little fun and excitement to the students' cafeteria experience. I see many works of art hanging on the cafeteria walls from students complimenting the food and staff!

At Litchfield Middle School, the lunch participation rate has reached its all time high with close to 48% of students taking a reimbursable hot lunch. It is a much higher rate if you include a la carte food. Lunch choices include a featured hot lunch meal, sandwich alternate and salad bar alternate which all include the required protein, bread, vegetable, fruit and milk component. The salad bar continues to be popular with both students, faculty, and staff. Vegetable and fresh fruit consumption has increased.

Activities at LMS cafeteria included "Founding Father's Feast", National School Lunch Week, "All Star School Lunch" sports decorated pumpkin weight guessing contest, Thanksgiving cranberry count guessing contest and the daily trivia questions posted in the kitchen. Congratulations to "Team Kitchen" for winning the school's Holiday Trivia Contest!

Special thanks to my dedicated and hard working staff at Litchfield Middle School: Debi Hayes, Cathy Snyder (celebrating her 5th year with us!), Darlene Gymziak and Janice Garrett.

Campbell High School's food service staff continues to offer breakfast and lunch to students and staff as well as to cater school events and meetings. Reimbursable lunch offerings include 2 or 3 hot lunch entrees and pre-plated salads. Participation rate for reimbursable meals is close to 40% and a much higher rate with a la carte sales. The salad and snack bar continues to do well.

Activities at CHS cafeteria included "Founding Father's Feast", National School Lunch Week, "All Star School Lunch" with sports related theme days and activities including "Fuel your Body with Milk" and participation in CHS Science Week honoring Darwin and Kepler.

Special thanks to the kitchen staff at Campbell High School for making it all happen: Janet Belhumeur, Lucy Santos, Judy Latsha, Linda Summit and Ellie Ricard. A special congratulation to Janet Belhumeur as she celebrates a huge milestone of 25 years of service to the Litchfield School District. She started at Griffin Memorial School and is now the Lead Food Service Technician at Campbell High School. Janet goes above and beyond her duties in preparing breakfast and lunch for the students and staff of CHS. She also does catering for the school and is involved in the safety committees for both school and district. Many thanks to Janet for her many year of dedicated service!

I would also like to thank Christine Lavacchia, the food service bookkeeper for her excellent work for the program. Thank you also to the maintenance staff for helping keep the kitchen clean. And many thanks to the SAU staff for their continued support and work.

Respectfully submitted by,

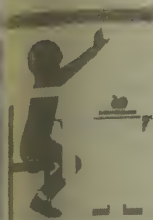
Hilda Lawrence
Food Services Director

LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2009 - 2010

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Ballou, Bruce	Director Technology (half year)	B	\$33,018.00
Cutler, Elaine	Superintendent	Ed. D.	\$113,300.00
Gregg, Ronda	Director Special Services	Ed. D.	\$93,549.00
Lawrence, Hilda	Director Food Service	B	\$47,987.00
Lecaroz, Amanda	Director Curriculum & Instruction	CAGS	\$83,507.00
Mahoney, Deborah	Director Human Resources	B	\$62,319.00
Martin, Stephen	Business Administrator	M	\$95,728.00

LITCHFIELD SCHOOL DISTRICT STAFF 2009 - 2010

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Beckley, Kristen	School Psychologist	CAGS	\$62,866.00
Conway, Carrie	Occupational Therapist	B	\$44,317.00
Deslauriers, Jill	Speech Associate	B	\$60,066.00
Mague, Danielle	Speech Pathologist	M	\$43,256.00
McGarry, Kathrine	Speech Pathologist	M	\$61,184.00
Nieuweboer, Marilyn	Title 1 Core Teacher 50%	M	\$22,449.50
Pelland, Elin	School Social Worker	M - LICSW	\$53,014.00
Selig, Tari	School Psychologist	CAGS	\$60,770.00
Turco, Donna	Title 1 Core Teacher 50%	B	\$17,961.50



GRIFFIN
MEMORIAL
SCHOOL

March 10, 2010
Principal

229 Charles Bancroft Highway
Litchfield, NH 03052
Phone (603) 424-5931
Fax (603) 424-2677

2009 PRINCIPAL'S ANNUAL REPORT

Dear Superintendent Cutler,

It is with great pride and pleasure that I submit this annual report to you as Principal of Griffin Memorial School. It has been an exciting year for all of us as we have completed and started many projects and continue to educate our young learners at Griffin. I will highlight some of those accomplishments as well as those areas that need attention in this report to you.

The start of the first public Kindergarten Program in Litchfield has been a huge accomplishment this year. We currently have sixty-two students in our program and all are making great progress both academically and socially. After visiting area public kindergarten classrooms with our teachers this past year, we have taken what appears to work well in all of them and incorporated it into our program. Having control over the curriculum for these youngsters affords us the ability to have them well prepared for the rigor of our first grade curriculum. Special thanks for the development and success of this program goes to Director of Curriculum and Instruction, Amanda Lecaroz, kindergarten teachers Penny Shupe and Tina Sweetser, and Business Administrator, Steve Martin. Our hope is that the programs' enrollment will continue to grow next year.

I'm very proud of the academic achievement of our students. State assessments, national standardized testing and our local assessment practices indicate solid growth and achievement. Our state assessment scores in the area of reading were in the top ten percent of all the elementary schools in the state. Our math scores demonstrated a marked increase over last years' test scores and our science scores were also some of the highest in the state. The on-going curriculum work with regards to aligning instructional content to the state grade level expectations has also helped in this achievement as well as great teaching by all the staff.

The continued development of our school's SERFA, (Skills Enrichment for All) program has also helped achievement levels for all our students. This supplemental reading program delivers reading and writing instruction to small groups of children with similar abilities four times a week. The program this year has taken on a focus of addressing the needs of our highest achieving students to challenge them at a more rigorous level.

Child development in the social, emotional and personal growth areas are important components to a successful school program. Our Character Education Program, Peaceful Playgrounds initiative and our "Green Team" environmental program have fostered positive child development in these important areas. These programs have helped establish a school community and a culture that we can all be proud of. I credit Fern Seidan, our school guidance counselor, for her leadership in developing these programs. In addition, our Student Council, under the leadership of Assistant Principal, Stacy Maghakian, continues to expand and provide excellent student leader training while providing students with several community service projects.

While I'm very proud of these and other accomplishments, we do face challenges. The most obvious is the economic condition we all face and trying to balance the needs of our students with what the town can afford. In the area of budget development, we have met with the staff to discuss what areas they see where we can save money and conserve resources without compromising the instructional needs of our students. These discussions have led to paper conservation and recycling, utilizing some older resources that we have rather than purchasing new materials and becoming more efficient with our deployment of staff in support areas.

Another challenge that needs attention is test scores for some of our special education population. While all of these students have demonstrated growth, we see areas that need improvement, particularly in the area of reading. We have established a committee of teachers, parents and administrators to look at ways we can help this population to become more successful.

I would like to thank the staff at Griffin Memorial School for all their hard work and efforts in providing a great program for the children of Litchfield. The enthusiasm they bring to our school each day is amazing. I also thank Dave Ross, our facilities manager, and the custodial crew for keeping an old building up and running. I'm most appreciative of the administrative assistants and their skills in keeping everything running smoothly. I'm also appreciative of all the support given to us at G.M.S. by the SAU staff.

Finally, I thank you, Dr. Cutler, for all the support, help and guidance you've provided me over the past three years. I'm happy for you that you will be retiring at the end of this school year, but I will certainly miss you. Over the years I've worked for several superintendents and all were very competent and at times they inspired me. You did this always for me. Over the past three years I've taken on more responsibilities and really grown as a Principal through your guidance, experience and support.

Sincerely,

Martin Schlichter
Principal

Griffin Memorial School Staff 2009 - 2010

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ALARIO	SUSAN T	TEACHER GRADE 2	M	\$38,327.00
ALLEN	TRACY S	TEACHER GRADE 1	B	\$49,046.00
ASHE	AMY J	TEACHER GRADE 4	M	\$53,113.00
BENOIT	SUSAN L	TEACHER GRADE 2	B	\$50,947.00
BLACKADAR	RITA G	TEACHER SPECIAL EDUCATION	B	\$60,066.00
COHEN	JULIE L	TEACHER GRADE 4	B	\$38,928.00
CONWAY	CARRIE B	OCCUPATIONAL THERAPIST	B	\$44,317.00
COTE	DORIS A	TEACHER GRADE 2	M	\$63,622.00
COTE	JULIE T	LIBRARIAN JOB SHARED	B	\$26,044.56
CULLEN KENT	PAULA M	TEACHER GRADE 4	B	\$57,955.00
DEPLOEY	SAMANTHA R	TEACHER PRESCHOOL-KINDER	B	\$44,749.00
DOUCETTE	SANDRA L	TEACHER GRADE 1	M	\$62,184.00
ELEY	ALLISON	TEACHER SPECIAL EDUCATION	B	\$50,046.00
FARO	CONSTANCE	READING SPECIALIST	CAGS	\$65,060.00
HAARLANDER	JESSE S	TEACHER PHYSICAL ED	B	\$33,290.00
HALE MILLER	HEIDI E	TEACHER ART	M	\$62,184.00
HOGAN	KRISTEN L	TEACHER GRADE 3	B	\$40,430.00
JOHNSON BARRY	BONNIE K	TEACHER SPECIAL EDUCATION	M	\$19,163.50
JOHNSTONE	SANDRA J	TEACHER GRADE 1	B	\$47,942.00
LABELLE	BARBARA L	TEACHER MUSIC	M	\$62,184.00
LAPLANTE	ANGELA M	TEACHER GRADE 3	B	\$40,452.00
LEVESQUE	CAROL A	TEACHER GRADE 3	M	\$56,399.00
LLEWELLYN	SARAH J	TEACHER GRADE 3	B	\$41,841.00
MASHAKIAN	STACY	ASSISTANT PRINCIPAL	M	\$74,302.00
MCGOWAN	SUSAN F	TEACHER GRADE 2	M	\$64,060.00
MERRIFIELD	ALYSSA J	TEACHER GRADE 1	M	\$39,970.00
MICHALEWICZ	INGA M	TEACHER GRADE 2	M	\$59,684.00
MORIARTY	ERIN E	TEACHER GRADE 1	B	\$36,155.00
OSTLER	SUSAN E	TEACHER GRADE 4	M	\$38,327.00
PARENT	MARGARET	TEACHER GRADE 4	M	\$63,622.00
PAUL	STACEY E	TEACHER GRADE 4	B	\$48,131.00
PREVEL-TURMEL	MELINA	LIBRARIAN JOB SHARED	M	\$33,702.73
SAXTON	MARY LOUISE	TEACHER SPECIAL EDUCATION	M	\$62,184.00
SCHLICHTER	MARTIN	PRINCIPAL	M	\$93,609.00
SEABROOK	SUSAN G	NURSE	RN	\$51,278.89
SEIDEN	FERN R	GUIDANCE COUNSELOR	M	\$51,691.96
SHUPE	PENELOPE	TEACHER KINDERGARTEN	M	\$63,622.00
SIBONA	JESSICA	TEACHER GRADE 3	B	\$44,749.00
SMITH	LAUREN M	TEACHER GRADE 2	M	\$38,327.00
SWEETSER	TINA M	TEACHER KINDERGARTEN	B	\$39,020.00
TREMBLAY	LISA E	TEACHER GRADE 1	M	\$38,327.00
WOLFE	DIANE	TEACHER SPECIAL EDUCATION	M	\$61,184.00

Litchfield Middle School

19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 • Fax 424-1296

Kerry Finnegan
Assistant Principal

2009 PRINCIPAL'S ANNUAL REPORT

Dear Dr. Cutler:

As I reflect on the past year at Litchfield Middle School, I feel a great sense of fortune to work in the supportive school community Litchfield provides. I will highlight our accomplishments as a school as well as plans for next year. It is with great pride and enthusiasm that I submit this report to you. Our theme at LMS is "Do Your BEST". BEST stands for "Be Responsible", "Extend a Helping Hand", "Show Respect", and "Take Responsibility". Throughout the past year, our school has done a very nice job of exemplifying these four qualities.

One of the greatest accomplishments of the Litchfield Middle School in the past year is in the area of student achievement. Near the end of May, the State of New Hampshire released their list of schools which made Adequate Yearly Progress (AYP) for the previous year. Our school celebrated making Adequate Yearly Progress (AYP) in the areas of both Math and English this past year, a monumental achievement. As a result of this, we are no longer a school in need of improvement in the area of math. This achievement is the result of the hard work and dedication of our staff, students, and community. Our math department continues to enjoy the materials that coincide with the new series of resources we received to use starting in fall 2008. Additionally, Teresa Planty, our math tutor, has worked extensively with many students.

Student performance continues to be solid with many students achieving academic honors and commendations for their efforts. Our NECAP (New England Common Assessment Program) scores rose above the State average in several areas. In addition to the NECAP, our students take the Northwest Evaluation Association Assessment again this year. This is an online standardized test in Math, Language Usage, and Reading. The results of this test are reported instantly, allowing teachers, students, and parents an opportunity to learn quickly about the student's level of achievement. Our students' performance on this test was above the national average in all areas.

We are now in year six of our Positive Behavior Interventions and Supports (PBIS) initiative. Each year of the program has seen an increasingly positive impact on the middle school. This year we approached the program from a slightly different angle. Using the BEST matrix, which all students are familiar with, we accentuated the positive qualities that PBIS focuses on then talked about the specific environments where these qualities might be displayed. The data we

have collected on this program has served as a reminder of the wonderful students we are so fortunate to work with at LMS.

The combined work of the Positive Behavior Interventions and Supports (PBIS) team and School Improvement Team resulted in a great plan for individualized student goal setting again this past year. Our student body was divided into small groups of ten to twelve students, BEST groups. These students worked on, amongst a number of other PBIS initiatives, goal setting as it related to the NECAP test. Each student met individually with their BEST group leader and set a personal goal for the test in both reading and math. In addition, our school set a goal for improvement on the test. Not only did this generate additional motivation from the students individually as they took the test, it fostered an energy and enthusiasm within the entire building. We anxiously await the latest NECAP results to be reported in late January 2010.

Goal setting is also an important part of the NWEA test process. Students are given target growth goals at the conclusion of each round of testing based on their achievement. It is our expectation that students will meet that goal in the next round of testing.

With the hard work of Curriculum Coordinator, Amanda Lecaroz, and our school improvement committee, we developed a plan, which was submitted to the Department of Education outlining strategies we will implement. These strategies will focus on reading instruction implemented by classroom teachers along with additional services offered by our reading specialists.

Our content reading program continues to reach all students in grades six through eight. Last year was the first in which all students in grades six through eight were involved in the content reading class. Additionally, we continue to put a significant emphasis on the Six Trait Writing model.

As of this year, all staff has been trained in this model for approaching writing instruction and assessment. As a result, students are producing more writing and assessing of writing than ever before. Students are learning to be critical analysts and assessors of their own writing.

After a close look at our data on student writing, we decided that it was important to introduce a formalized and consistent writing process to the middle school last year. After one year of implementation of this program, we have already seen vast improvements in student writing achievement on the NECAP.

Last spring, the LMS community was shocked by the death of longtime Technical Education teacher Don Lippincott. Don had a deep impact on the students with whom he worked over the course of his fourteen years in Litchfield. We remembered Don's life at a touching ceremony that took place at the New Hampshire State Veteran's Cemetery.

It was with heavy hearts that we learned, in November, of the death of one of our staff members, former athletic director, Jim Bliss. Jim was the athletic director at LMS for 22 years. We continue to fondly remember Jim and the mark he made on his students and the athletic programs at our middle school.

The grounds of LMS underwent an extreme makeover this past summer. Thanks to the incredibly hard work of Andrew Plantz and the Green Raider Team, the front of the building is now beautifully landscaped. Furthermore, areas on the south side of the building, along with the rear exit and the bike racks, were beautified and landscaped. Andrew Plantz, Red-Tailed Hawks science teacher, is the advisor of our Green Raider Club. This is an after school program focusing on recycling, beautification of the property, and general awareness of how we affect our environment. Last year, Andrew teamed up LMS with an organization which pays for our recycled paper. This has become a win-win for the middle school.

Late this past summer, Pete Lubelczyk, our former assistant principal, accepted a position as principal of Jewett Street School in Manchester. Mr. Lubelczyk worked in Litchfield for just under three years and had a profound impact on our middle school. Among his many accomplishments in Litchfield, most noteworthy were the peer mentoring program, volunteer program, master schedule re-structuring, and wellness initiatives. Pete will be missed, and we wish him the best of luck in his new position.

Joining our staff this fall, Karen Martin is our new technical education teacher. She has brought an enthusiasm and creativity to her classroom that students enjoy tremendously. Kelly Ardita joins our special education department as the eighth grade teacher on the Bobcat team. She comes to us with vast experience in the field of special education. Her enthusiasm and passion for working with students have made the transition very smooth. Gabe Falzarano, eighth grade science teacher, brings enthusiasm and coaching experience as our new athletic director. Gabe brings a wide skill set to his position. Additionally, we welcome Jennifer Murdock-Smith as a paraprofessional to LMS this year.

We had one assignment shift this year. Due to lower enrollments in our new fifth grade class, the teaching team was reduced by one. Fifth grade teacher Nancy Brucker moved from the Wildcat team to the Black Bears to teach seventh grade social studies. The change has been a wonderful experience for Nancy and her new team.

After an extensive search this past fall, it is with great pleasure we welcomed Kerry Finnegan as our new assistant principal. Kerry was a special education teacher on the Owls Team and brings a vast array of experiences from her work in Manchester and Bedford prior to joining us. She has already made a positive impact on our middle school.

We continue to take steps to build a stronger climate of collaboration. Last year we began the use of a web-based tool, Edline, to inform parents of student progress on a bi-weekly basis. Edline is a program whereby teachers post their grade books online, and parents and students can view their grades, homework, upcoming tests and project information and rubrics from their home computer. They will also use Edline to send group emails to parents. The parent reviews after the first year of the program have been very positive. Timely and routine school-to-parent communication via Edline will help us to better collaborate with our parents.

Our school web site continues to serve as our information lifeline between the school and the community it serves. All teachers have an updated homework page that parents can access daily. Black Bear teacher Jody Corbett serves as our webmaster.

This year, again, our middle school joined hundreds of schools and thousands of students on November 15 in the "Mix It Up Lunch" event. Lynne Ellis was instrumental in organizing and promoting this event. Students entered the cafeteria and were assigned groups to sit with for the duration of the lunch period. In these groups, students talked about their cliques that develop and how to accept others despite differences. Overall, this event was a learning experience for students and some worthwhile lessons were learned.

Last year, for the first time, our eighth grade students were involved in a program called Project Safeguard. This was an initiative that we teamed with Merrimack School District on to provide a day of workshops and presentations focusing on issues that concern adolescents and their families. Parents and students attended this event together, which was an overwhelming success. We look forward to building on this program.

Our athletic programs continue to find tremendous success. Our softball and baseball teams won Tri-County championships this year. Our boys and girls soccer and boys and girls basketball teams made a strong showing in playoff games. The Raiders cheerleading team placed third in their Class competition. Our girls cross country team placed first in the Tri-County meet and the boys place third. I would like to recognize the hard work and success of the coaches of all our sports teams at the middle school.

David Gilmore has continued to build an extensive intramural program, including such sports as flag football, floor hockey, and volleyball. In a short time, upwards of 100 students are involved. We look forward to further expanding these opportunities for our students.

The Club, the Boys/Girls Club after-school program, continues to offer a program that exposes students to enrichment opportunities. Enrollment in this program is showing steady growth. In fact, the fall 2008 session saw the highest numbers to date. Bill Roy, the director of the Litchfield Program, has a desire to make that connection to what students are learning in the classroom to what they are doing after school in "The Club".

Our Student Council had another year of excellent turnout. Amy Berube and Stephanie Hoelzel along with 60+ students have brought some new ideas to the Council this year. One of the ideas they are most excited about includes plans for a mural in the cafeteria centering on the "Do Your BEST" theme. The Student Council continues to host a quarterly "Class Acts" breakfast to honor students who consistently do the positive things that make LMS a better place.

Our music program, including band and chorus, found terrific success in their competitions in spring 2009. The band and chorus was awarded a gold plaque in the Great East competition. I would like to extend big congratulations to all students and directors.

With the ever important data collection and sorting element of the middle school, secretaries Leslie Pearce and Andrea Hamilton have played a critical role. Whether it is entering i4see

information, inputting for the NWEA test or assisting with Edline activation codes, these two individuals need to be recognized for their consistently excellent work at LMS.

The school-community volunteer program continues to flourish thanks to the extensive efforts of former Assistant Principal, Pete Lubelczyk. The work of our volunteers has expanded from outside of the technology education program and into a number of other classrooms and areas of the building. Thank you to all of you in the community who have given hours of your time to make LMS a better place.

Jack Williams and our custodial crew have worked tirelessly to keep the building and grounds in great shape. We did not have any significant capital improvements over the past year.

These accomplishments could not happen without the tremendous support of our staff and the many individuals and organizations in the community. I want to recognize the dedication of the staff at the middle school for always putting the students' needs first. It is because of your passion for educating the middle school student that our building is a place students feel a sense of belonging.

Finally, I would like to thank you, Dr. Cutler, along with your staff, Special Education Coordinator Ronda Gregg, Curriculum Director Amanda Lecaroz, and Business Administrator Steve Martin for the support and assistance you have offered me. I look forward to another year working together with you.

Respectfully submitted,

Thomas Lecklider
Principal

Litchfield Middle School Staff 2009 - 2010

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ARDITA	KELLY A	TEACHER SPECIAL EDUCATION	M	\$49,827.00
BERUBE	AMY M	TEACHER GRADE 7 SCIENCE	B	\$44,749.00
BOWIE	KAREN R	TEACHER GRADE 5	M	\$51,470.00
BRUCKER	NANCY A	TEACHER GRADE 7	M	\$62,622.00
CARR	MAUREEN	NURSE	B/RN	\$55,413.51
CORBEIL	ROBIN L	TEACHER COMPUTERS	B	\$46,182.00
CORBETT	JODY L	TEACHER GRADE 7 ENGLISH	M	\$46,542.00
CUMMINGS	MARY E	GUIDANCE COUNSELOR	M	\$57,306.35
DODGE	JEAN C	TEACHER GRADE 7/8 MATH	B	\$56,955.00
DWYER	HEATHER A	TEACHER GRADE 6 ENGLISH	B	\$47,614.00
ELLIS	LYNNE M	GUIDANCE COUNSELOR	M	\$62,756.28
EVANS	JOSHUA	TEACHER SPECIAL EDUCATION (1/2 YR)	B	\$18,754.00
FALZARANO	GABRIEL A	TEACHER GRADE 8 SCIENCE	M	\$44,899.00
FINNEGAN	KERRY	ASSISTANT PRINCIPAL	CAGS	\$71,488.00
GARABEDIAN	KATHLEEN A	TEACHER ART	M	\$57,793.00
GILMORE	DAVID J	TEACHER PHYSICAL ED	B	\$34,723.00
GUERRETTE	JESSICA M	TEACHER GRADE 8 ENGLISH	M	\$54,756.00
HENRIQUEZ	JEANNE M	TEACHER SPECIAL EDUCATION	M	\$49,827.00
HOELZEL	STEPHANIE	TEACHER SPECIAL EDUCATION	B	\$44,749.00
HUSTON	MICHAELA M	TEACHER GRADE 8 MATH	M	\$49,827.00
IRVING	CHERYL H	TEACHER GRADE 6 MATH	B	\$55,843.00
LANGTON	DEBRA G	TEACHER GRADE 6 SCIENCE	B	\$53,343.00
LASOCKI	LISA A	TEACHER FACS	M	\$59,684.00
LECKLIDER	THOMAS	PRINCIPAL	M	\$89,205.00
LEES	KARLA C	TEACHER SPECIAL EDUCATION	M	\$56,129.00
LEFOLEY	KAREN	TEACHER GRADE 5	M	\$58,042.00
LEITE	CAROLYN J	TEACHER MUSIC	B	\$55,843.00
LOVE	HOLLY B	TEACHER GRADE 5	M	\$62,184.00
MARTIN	KAREN A	TEACHER TECH EDUCATION	B	\$51,911.00
MCCOLLEM	AUDRA J	TEACHER GRADE 6 ENGLISH	B	\$49,704.00
MCPHEE	CATHERINE	TEACHER GRADE 7/8 SOCIAL STUDIES	B	\$57,955.00
MEDEIROS	MARY ELLEN	TEACHER GRADE 6 ENGLISH	B	\$52,849.00
NOLAN	KIM E	TEACHER GRADE 8 ENGLISH	M	\$61,184.00
O'BLNIS	FAYE E	TEACHER GRADE 7 ENGLISH	M	\$47,381.00
PLANTZ	ANDREW M	TEACHER GRADE 7/8 SCIENCE	B	\$49,046.00
ROONEY	CHRISTINE D	TEACHER HEALTH	M	\$48,185.00
SIDILAU	KATHLEEN A	TEACHER GRADE 6 SOCIAL STUDIES	B	\$55,843.00
SIMONEAU	MARIA A	TEACHER SPANISH	B	\$53,343.00
SPEARMAN	YOLANDA M	TEACHER MUSIC	M	\$27,378.00
TARR	TERESA M	TEACHER GRADE 5	B	\$55,843.00
TATE	CHRISTINE L	READING SPECIALIST	M	\$56,129.00
THAYER	MARTHA T	TEACHER GRADE 7/8 ENGLISH	M	\$59,684.00
TURCO	DONNA B	READING SPECIALIST	M	\$76,654.00
WALLACE	YVONNE	LIBRARIAN	M	\$59,414.99
ZINGALES	ELIZABETH	TEACHER GRADE 5	M	\$62,184.00

Campbell High School



Phone (603) 546-0300

One Highlander Court, Litchfield, NH 03052

Fax (603) 546-0310

www.campbellhs.org

Robert C. Manseau

Principal

rmanseau@litchfieldsd.org

Laura A. Rothhaus

Assistant Principal

lrothhaus@litchfieldsd.org

Lisa M. Petry

Director of Guidance

lpetry@litchfieldsd.org

Daniel H. Kiestlinger

Co-Athletic Director

dkiestlinger@litchfieldsd.org

John J. Fichera

Co-Athletic Director

jfichera@litchfieldsd.org

2009 PRINCIPAL'S ANNUAL REPORT

Dear Dr. Cutler:

I am pleased to present this report to the community on the happenings at Campbell High School.

We are in the midst of responding to the accreditation recommendations received from the New England Association of Schools and Colleges Commission on Public Secondary Schools. On October 1, we filed a "Two-Year Progress Report" documenting the work done in response to the twenty seven recommendations. Because of the support of the school board in providing staff the time needed to do the work, we accomplished and reported significant progress. Of the 27 Visiting Committee Report Recommendations, 13 (48%) are "completed" and 14 (52%) are "in progress." No recommendations were reported as "planned for the future," "rejected," or "no action."

The accreditation process is based on a ten year cycle. In our case, the cycle started in 2007, the year the NEASC Visiting Team came to inspect us. By the time we file the "Five Year Progress Report" in October 2012, we will be expected to have completed all of their recommendations. Following that, we will start all over again, initiating the ground work for the next self study in anticipation of the re-accreditation visit in 2017. It never stops!

Campbell High School students continue to garner special recognition in the school's three A's of Academics, Arts, and Athletics.

Lucas Dube participated in the National Young Leaders Conference, which recognizes academically strong students who excel in community leadership. This provided him with hands-on experiential opportunities that will help prepare him for a lifetime of leadership.

Nominees for the Francis Wayland Parker Scholarship included Steve Bryant, Ryan Donaghey, Cassie Baron, Catherine Ferraro, Ashley Gannon, Molly Delano, Lucas Dube and Amanda Doucette. Sophomore student, Matt Rafferty, was the 2009 CHS representative to the Hugh O'Brien Youth Leadership program. Shelby Bowen currently represents CHS as the New Hampshire Interscholastic Athletic Association Student Ambassador, and John Huston will be representing CHS as the 2010 Hugh O'Brien Leadership Seminar nominee.

NEA
S & C

NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

Under the leadership of teacher David Gingras, several students participated in Youth and Government at the Statehouse in Concord – Matt Falcone, Mike Clark (elected NH Student Governor), Alex Prolman, Matt Tremblay, Kyle Tremblay, Andrew Cialek, Stephen Bryant, Alyson Stapleton, Becky Weiss, Kevin Driscoll and John Cialek.

Students who earned all A's on their report card were honored at the All A's Celebration held in April. We posted the names of our top twenty scoring students from each NECAP and NWEA test on a data wall for all students to see.

This year is our second annual "Make A Difference Drive." The Campbell community was able to donate over 1,800 items to the Litchfield Food Pantry. All three schools competed to see which school brought in the most food. GMS won the competition with 2,765 food donations to the pantry. It was a very successful event and we were able to stock all the shelves of the pantry. We would like to thank the Student Councils, student body and staffs from GMS, LMS and CHS for truly Making A Difference in our Litchfield community!

Campbell participated in the 275th celebration of the Town of Litchfield. Teacher Chuck Mower helped put our float together and teacher Denise Freeman's art students did a puppet show on the history of Litchfield. Puppeteers included Tim Beauregard, Alyssa Bean, Cassie Baron, Andrew Matte, Shannon Savard, Jeffrey Croteau, Katherine Childs and Adele Beauregard. Several CHS students impersonated famous figures from Litchfield's past. Actors were Andrew Matte, Alyssa Bean, Logan Higgins, Cassie Baron, Hannah Wester, Katherine Childs and J. McQuesten.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels.

In the 2009 Scholastic Art Awards of New Hampshire competition, Campbell artists did extremely well. There were three gold key winners, four silver key winners, and seven honorable mentions. Teachers Denise Freeman and Paula Barry assisted the students. In the 2010 competition, we have twenty two individual submissions and one portfolio, as well as two NH Art All-State nominees.

Our music department continues to provide wonderful experiences. In April, fifty band and choral students toured Germany, Austria and Italy in an educational and performance trip of a lifetime. Led by teachers Jill Deleault and Phil Martin, and accompanied by fifteen community chaperones, students performed at two different schools in Unterschleissheim and Munich, Germany. Through a partnership with the school district and the Friends of Music, the department acquired three acoustical shells which will enhance the sound quality for audiences at future concerts. For the first time our winter concert was performed in December, and we debuted a new performing group - the CHS Jazz Band.

Our interscholastic athletic program continued to thrive with several athletic teams and individual athletes receiving accolades.

Perhaps most notable, CHS was presented the "Award of Excellence" by the NHIAA for exemplary display of Sportsmanship, Ethics and Integrity. Campbell also received recognition for Sportsmanship in Golf, Outdoor Track, Baseball and Softball. In addition, Girls Basketball was Class M Runner Up for the second consecutive year. Likewise, Baseball and Softball were Class M Runner Up. This fall, our Fall Spirit team was crowned Class M/S Champion and the Girls Soccer team earned Runner Up honors in Class M Soccer.

Andrew Cialek was named Class M State Champion in the 300 meter hurdles.



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

The following student-athletes were recognized as Senior Scholar Athletes by the NHIAA and NHADA: Stephen Bryant, Andrew Cialek, Bailey Comyns, Kevin Doxey, Jennifer Evans, Catherine Ferraro, Phillip Houston, John Howley, Alison Lajoie, Kayla Ostergard, Gregory Sherwin, Kyle Tremblay and Matt Tremblay.

Campbell High School was presented with a Certificate of Participation for their participation in the "Intergenerational Wellness 5K Walk" held on May 20, 2009, sponsored by New Hampshire Governor's Council on Physical Activity and Health.

We are proud to mention recognition garnered by our faculty and staff. "Red Apple" awards went to Jeff Parsons, Janet Belhumeur, Jackie Hoey, Andrea Ange, Kathleen Reilly, Pat Roye, Sue Ayer, Chuck Mower and Linda Frost. Pat Kaplo was named the CHS Teacher of the Year. Teacher Liana Wilbur was nominated for the NH Teachers of Mathematics Provost Award. Teacher Dennis Perreault participated as a mentor teacher in the Civil War Institute at the Gettysburg College Teacher Scholarship Program in June. He was also named the Class M JV Girls' Soccer Coach of the Year. Art teacher Denise Freeman was named New Hampshire Outstanding Art Educator of the Year. Assistant Principal Laurie Rothhaus was named the Administrator of the Year for NH Student Councils. The NH Department of Education named Justin Ballou a 2010 NH Teacher of the Year Finalist. Principal Manseau was named as a finalist for the 2010 Principal of the Year by the NH Association of School Principals. Teacher Pat Kaplo was named the New Hampshire Milken Family Foundation National Educator.

Collaboration is alive and well at CHS. Pat Kaplo's third "Siege (Trebuchet) Day" was a great event to demonstrate the extent of collaboration at Campbell. Using the wonderful "castle" built by teacher Chuck Mower and his students last year, physics students bombarded (or attempted to bombard) the castle with their "projectiles" (water balloons). Teacher Justin Ballou and student teacher Matt Hunter's World Studies students tied in some work on medieval studies by wearing period costumes. Mr. Kaplo did some team teaching with teacher Diane Angelini's math class in which they explored the origins (derivations) of the kinematics equations (quadratics, polynomials, algebra, etc.) and applications of trigonometry (use of vectors in physics). They did some experiments together in the math class and then her math class took measurements on Trebuchet Day and calculated maximum height of trajectory as well as launch angle and speed (derived from horizontal distance and time measurements). Mr. Kaplo's next big project is establishing our initial robotics team. Thanks to grant funding and private donations, Campbell will participate in the FIRST Robotics competition to be held in 2010.

Student achievement remains job number one. We have identified a number of indicators of success. State test NECAP scores in combined proficient and proficient with distinction categories rose 5% in reading, 8% in math, 4% in writing and 6% in science. The NECAP science scores exceeded the state average. We want to see similar success in the other portions of the NECAP. Scholastic Aptitude Test (SAT) scores continue to be below the state and national average. We hope to make improvements in this indicator. The failure rate was reduced 3.5% overall, and even more encouraging, the freshman English failure rate was cut in half. In order to support the school district's primary goal of increasing achievement for **all** students, CHS is piloting standards based grading practices that will improve achievement for more students. Looking at other indicators, the graduation rate for the Class of 2009 was 98.4% and the percentage of students accepted to four and two-year colleges was 81%. Of that 81%, 32% went on to four year in-state colleges, 30% went to out-of-state colleges, and 19% went on to two year colleges. Our goal is to see even more students go on to college.

Our New Hampshire Scholars initiative continues to expand. The program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Students who complete the program graduate with a New Hampshire Scholars designation on their diploma and



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

transcript and are eligible to apply for related financial assistance for college. In June, Campbell graduated 17 state scholars in the class of 2009 (up from 13 the previous year) and there are some 54 CHS students (up from 25 the previous year) currently in the program. We are pleased to see the numbers increase. Campbell High School would like to send out a special Thank You to all the local business leaders who have provided support, ongoing activities and incentives for our students: Fred C. Insurance, UNH Cooperative Extension, Harvey Construction, Fair Point Communications, BAE Systems, IEEE Institute of Electrical and Electronic Engineers, New Hampshire Scholars director Scott Powers and team UNH at Manchester, NH Business Magazine, New England Small Tube Corporation and Focal Point Counseling. Teacher Lesleigh Buchanan is to be commended for her work with this program.

The school has worked to provide the means for struggling students to succeed. Under the leadership of Assistant Principal, Laurie Rothhaus, the Child Assistance Team (CHAT) continued to help meet the needs of students. This team brings together the expertise of various staff members to create success plans for students. We have students taking additional courses in Londonderry and Nashua adult education night schools. Led by teacher Bill Hicks, the Student Support Center made an impact in the lives of many students who struggle to maintain consistent effort in their studies. Most students have improved due to daily tutoring and on-going counseling. We have seen improvements in the dropout rate, attendance rate and the number of discipline referrals with students in the SSC. An added feature to the program is the involvement of parents in their son/daughter's education. This fall, Mr. Hicks started a parent group that helps parents better understand their adolescent. This has proven to be very successful, with fourteen parents attending. These parents were involved in a three week workshop in October and November and are willing to continue for another session later this school year. In addition to working with SSC students, Mr. Hicks also trained several other students to be peer mediators and others to be tutors at the elementary and middle schools.

A number of grant-funded programs were brought to Campbell for the benefit of the student body. Challenge Day brought students and faculty together to promote positive change. "Be the Change" was the message. A "Mock Accident" was held to portray a DUI accident to demonstrate what one poor decision, to drink and drive, can cost in loss of life, injury, emotional pain, and criminal charges. This was a collaborative effort between the police and fire departments, Warren's Auto, First Student bus company, and the school district. Two motivational speakers addressed students. Ed Gerety, a nationally acclaimed speaker, addressed students about leadership and decision making. Randy Judkins, a juggler, presented a program on how to balance life's curve balls and the importance of goal setting. Project Safeguard is a family based prevention program. Our LMS 8th grade students attended the program at St. Anselm's College in May. Speakers included several from CHS - SADD students, school nurse Jackie Hoey, SRO Mike Corl, PE teacher Shannon Szepan and school social worker Elin Pelland. An assembly program held in December entitled "Rachel's Challenge" challenged everyone in the Campbell community to practice acts of kindness.

Campbell High School faculty and administration continue to evaluate our curriculum and course offerings. A new course, the Economics of Recycling, was added this year and the teacher, Mr. Perreault, promptly implemented a student awareness program entitled "Carbon Footprint Week." During a recent visit to Campbell High School, Commissioner Barry of the New Hampshire Department of Education reviewed the efforts of the CHS recycling program. Impressed by what she saw, Commissioner Barry decided to incorporate a short statement about, and a picture of the students in, the recycling program on the Department of Education's website. The "Twelve Days of Lincoln Celebration" was held in February, further enhancing our social studies curriculum. The science department celebrated the 150th anniversary of the publication of "On The Origin Of Species, By Means of Natural Selection" by Charles Darwin. Under the leadership of teacher Chet Orban, most academic areas got involved. Also celebrated was astronomer Johannes Kepler, who published the book "Astronomia Nova"(The New Astronomy) in 1609, 400 years ago.

NEA
S & C

NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

CHS introduced students to the Virtual Learning Academy Charter School. VLACS is now the largest high school in New Hampshire and offers tuition free, online courses. There are nearly 30 CHS students currently enrolled in VLACS courses. Courses run the gamut from SAT Prep to Macroeconomics.

Under the leadership of SAU Director of Curriculum and Instruction, Amanda Lecaroz, Campbell has continued to create and use formative assessments in many courses in order to better understand the needs of students. We have also continued the streamlining of our math program, instituting both Integrated Algebra and Integrated Geometry courses. We plan to do the same next year with an Integrated Algebra II course. These courses capture the strengths of both integrated and traditional math courses. We also added Pre Algebra to help our students who struggle with math. Ms. Lecaroz also coordinated the six late arrival days for staff training on differentiated instruction and formative assessment to address accreditation recommendations.

I am indebted to the work of our curriculum facilitators, Irene Martin, Meredith Potter, Linda Frost, and Heidi Harmon, as well as our librarian/media specialist Andrea Ange, for their hard work in curriculum documentation. They have nearly finished the task of updating curriculum guides posted on our school website. This effort brings greater transparency to our curriculum and enables community members to gain greater familiarity with what is taught at CHS.

The CHS library media center opened a writing center. The purpose of the writing center is to provide support for students who are struggling with their writing assignments. Students are given handouts on proper MLA format and use assessment tools provided by the Language Arts department to read and edit submissions. National Honor Society students staff the center. These peer reviews are meant to deepen the student's own thought process by providing constructive feedback prior to a student submitting work for a grade. Our librarian, Andrea Ange, was recently awarded a \$10,000 grant for technology. The grant will fund the purchase of 25 netbook computers for use in the writing center.

We received great help for our storage needs by acquiring a storage building from the Town of Hudson. The portable building allowed us to do away with our storage pods. Kudos go to Matt Bennett and our custodial staff for their help in getting this building. Unfortunately, we had to close the track this fall, due to safety concerns with the track surface. We hope to resolve this situation as soon as possible.

Community Education Classes continued to run in the evenings at Campbell and are open to all Litchfield residents. Fall, winter and spring sessions were held.

Along with the rest of the school district, we continue to use the Alert Now system to communicate with our families via both email and voice mail messages. Our school web site (www.campbellhs.org) continues to serve the community as a ready source of information, thanks to webmaster Pat Kaplo.

Under the leadership of teacher Linda Frost, the CHS Safety Committee continued to develop and review the school's emergency plans. We are indebted to the Litchfield fire and police departments for their continuing cooperation and assistance in helping to ensure a safe and productive learning environment. We also thank area police departments for their assistance in the safety search using canines and their handlers this past fall.

I continue to have great optimism for the future of CHS. While there is so much to be proud of already at Campbell, there is much room for improvement. We are seeking high achievement for **all** students, by building a stronger climate of collaboration between all constituencies and focusing our attention ever more closely on achievement results



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

In closing, I want to thank our administrative assistants, Cheri Pitrone, Christine Ferraro, Melissa Pelletier, Sharon Ford, Dale Arria and Lillian Hamel, as well as our custodians and food service staff for their continuous hard work and dedication. I'd also like to thank the Friends of Music, Athletic Boosters, volunteers Jean White, Cindy Hansberry, Diane Marinkov, Tom Marinkov and Steve Pitcher, and parents who have attended the parent forums, for their interest and support.

Finally, I would like to thank Dr. Elaine Cutler, and the SAU staff, for their continuing efforts to support our mission. It has been an honor to serve under Dr. Cutler.

Respectfully submitted,

Robert C. Manseau
Principal



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED
MEMBER

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

Campbell High School Staff 2009 - 2010

<u>Last Name</u>	<u>First Name</u>	<u>Postion</u>	<u>Grade</u>	<u>Salary</u>
ANGE	ANDREA M	LIBRARIAN	M	\$61,145.85
ANGELINI	DIANE B	TEACHER HS MATH	B	\$40,452.00
BALLOU	JUSTIN H	TEACHER HS SOCIAL STUDIES	B	\$37,587.00
BARRY	PAULA J	TEACHER TECH EDUCATION	B	\$34,723.00
BASKERVILLE	SHAWN R	TEACHER SPECIAL EDUCATION	B	\$43,435.00
BROWN	ERIN E	TEACHER HS ENGLISH	M	\$46,542.00
BUCHANAN	LESLEIGH S	TRANSITIONAL SPECIALIST	M	\$56,399.00
BURNS	AIMEE L	TEACHER HS ENGLISH	B	\$46,182.00
CASSILY	SHALEEN A	TEACHER HS ENGLISH	M	\$49,827.00
COBURN	EMILY	READING SPECIALIST	M	\$27,232.00
COOPER	NATHAN A	TEACHER HS SOCIAL STUDIES	B	\$33,290.00
DELEAULT	JILL E	TEACHER MUSIC	M	\$44,899.00
DEMONT	LESLIE	TEACHER FRENCH	B	\$39,020.00
DUNN	LISA A	TEACHER HS SOCIAL STUDIES	M	\$36,684.00
FICHERA	JOHN	DIR OF HS ATHLETICS 35%	B	\$26,424.50
FICHERA	JOHN	TEACHER PHYSICAL ED	B	\$26,424.50
FLYNN	SHAWN P	TEACHER HS MATH	B	\$51,911.00
FREEMAN	DENISE M	TEACHER ART	M	\$60,873.00
FROST	LINDA	TEACHER HS SCIENCE	B	\$57,566.00
GATHERUM	LAURIE A	TEACHER BUSINESS	B	\$39,020.00
GINGRAS	DAVID W	TEACHER HS SOCIAL STUDIES	M	\$41,613.00
GNAEGY	LYNN	TEACHER FACS	M	\$56,399.00
GORMAN	CATHERINE A	TEACHER HS MATH	M	\$59,684.00
HALBROOKS	CHRISTINA	TEACHER HS ENGLISH	B	\$36,155.00
HARDMAN	PATRICIA L	TEACHER HS MATH	M	\$59,684.00
HICKS	WILLIAM R	STUDENT SUPPORT COUNSELOR	M	\$62,560.00
HOEY	JACQUELYN	NURSE	RN	\$50,022.16
KAPLO	PATRICK J	TEACHER HS SCIENCE	M	\$54,464.00
KEEFE	PATRICK M	TEACHER HS ENGLISH	M	\$48,185.00
KIESTLINGER	DANIEL	DIR OF HS ATHLETICS 65%	B	\$46,155.64
MALONEY	ROBIN E	TEACHER HS SCIENCE	M	\$42,811.00
MANSEAU	ROBERT	PRINCIPAL	M	\$103,050.00
MARTIN	IRENE B	TEACHER HS MATH	M	\$51,134.00
MARTIN	PHILIP K	TEACHER MUSIC	M	\$62,184.00
MCDONOUGH	SHAWN P	TEACHER COMPUTERS	M	\$63,622.00
MOWER	CHARLES H	TEACHER TECH EDUCATION	TECH	\$18,710.22
NIEUWEBOER	MARILYN S	GUIDANCE COUNSELOR	M	\$44,899.00
O'KEEFE	MICHAEL D	TEACHER HS SCIENCE	M	\$48,185.00
ORBAN	CHESTER J	TEACHER HS SCIENCE	M	\$62,560.00
PARIS	HEIDI L	TEACHER HS SOCIAL STUDIES	B	\$36,155.00
PARKER	DAWN	TEACHER SPECIAL EDUCATION	B	\$39,020.00
PARSONS	JEFFREY W	GUIDANCE COUNSELOR	M	\$64,375.66
PERREAULT	DENNIS N	TEACHER HS SOCIAL STUDIES	M	\$57,500.00
PETRY	LISA	GUIDANCE DIRECTOR	M	\$65,000.00
POTTER	MEREDITH R	TEACHER HS ENGLISH	M	\$52,441.00
PREUCEL	JOANNA L	TEACHER SPECIAL EDUCATION	M	\$43,256.00
ROMEIN	KIRK A	TEACHER ART	B	\$43,317.00
ROTHHAUS	LAURIE	ASSISTANT PRINCIPAL	M	\$80,111.00
ROYE	PATRICK S	TEACHER SPECIAL EDUCATION	B	\$59,066.00
SAWICKI	MARGARET M	TEACHER SPECIAL EDUCATION	B	\$43,317.00
SCHRATWIESER	JEANNE M	TEACHER HS SCIENCE	M	\$47,381.00
SZEPAN	SHANNON B	TEACHER PHYSICAL ED	B	\$48,131.00
TARDIF	RAE E	TEACHER SPANISH	M	\$54,756.00
WILBUR	LIANA R	TEACHER HS MATH	B	\$33,290.00

Campbell High School Graduation Class of 2009

Timothy M. Albini
 Dean Michael Andrews
 Shawna M. Anger-Balcom
 Allyson Grace Arria
 Allison M. Ayotte
 Christopher N. Bard
 Christina Emily Belisle^!
 Tyler James Bonin
 Chantel Alexandra Branco^
 Joseph A. Britton
 Stephen Bryant^*!
 Joann Lee Carter
 Chantelle Angelica Castonguay
 Matthew David Celata
 Georges H. Chouinard
 Ryan Matthew Christopher
 Andrew J. Cialek^*+
 Ashley Clark*
 Michael Joseph Clark*+!
 Kimberly Ann Clement^
 Bailey Mary Comyns^*
 Abigail Mae Connor*!
 Jesse S. Cooper
 Maxwell James Cooper
 John F. Coughlin, IV
 Sean M. Curran*
 Eric T. Cushing, Jr.
 Kevin Joseph Cushman
 Christopher Edward Delisle
 Lauren Elizabeth Delude
 Amanda L. DiSciscio
 Kevin Andrew Doxey^*
 Melissa Lee Drouin
 Hope Rose Dube
 Jennifer Leigh Evans*
 Matthew Anthony Falcone, Jr.^
 Catherine Mary Ferraro^*!
 Emily Jeanette Floyd
 Robert A. Forrence
 Chelsea A. Galvin

Corey P. Gannon
 Nicholas John Geist*+
 Ian Douglas Gibson
 Matthew G. Goczalk^
 Christopher Michael Godzik
 Derek Westley Gotham
 Katherine Ann Gottsche
 Alexander Guilbeault^
 Rose Marie Harvey^*!
 Kaitlin E. Hemmerle
 Kirstyn J. Hemmerle
 Joshua Michael Horman
 Gregory William Houlne
 Phillip William Houston^*!
 John Joseph Howley, III+
 Brian Allen Irving
 Joshua T. Jennings
 Matthew Ryan Kelly
 Morgaina Raye Kurth
 Thomas Matthew Kurth
 Zachary J. Laganieri
 Alison Kathleen Lajoie^*+!
 Kara Lynn Lavigne
 Danielle M. LeBlanc
 Alex M. LeBoeuf
 Katherine Elaine Leith
 Amy Elizabeth Locke
 Karena M. Lozeau
 Diana Kathryn MacArthur
 Lindsey Rose MacQueen
 Lauren Kristi Makarawicz
 Hannah J. Matte*
 Charles H. Mavrogeorge, Jr.
 Mark Travis McCartney, Jr.
 Lindsay Rae McKearin
 Brooke Julia McNeill
 Denton McQuesten
 Jessica Lynne McQuesten
 Tyler Stephen Merrill

Courtney A. Michaud
 Dennis John Mulrooney
 Kenneth W. Munsell
 Andrea Lauren Natsios
 Brian Patrick Oberti^
 Kayla Ostergard
 Shayla Renee Pease*
 Matthew R. Pelletier
 Michael John Pesce
 James David Poitras, Jr.
 Amie Suzanne Pouliot*
 Alexander H. Prolman
 Daniel Patrick Raccio
 Tricia Marie Richardson
 Michael James Rochford
 Emily Maureen Schaffer^*!
 Nicholas Christopher Schibbl
 Ashley Kristin Schultz
 Lauren Shepard
 Gregory Edward Sherwin*
 Ashley Marie Simons
 Kaitlyn Slawinski
 Gregory Daniel Smith
 Heather Jean Smith
 Samantha Danielle Snodgrass
 Desiree Monique St. Pierre
 Aaron Bayley Stapleton
 Meghan Eileen Sweeney
 Daniel Paul Taschereau
 Elizabeth E. Thayer
 Eric D. Tiernan
 Michael Edward Torgersen^
 Kyle Paul Tremblay*!
 Matthew C. Tremblay*+!
 Daphne M. Valentino
 Gordon Michael Wade+
 Arrionna Yvonne Wagoner
 Michael Allen Wallman
 Karleen M. Wilkins

Valedictorian – Michael Joseph Clark

Salutatorian – Alison Kathleen Lajoie

^ New Hampshire Scholars

*National Honor Society

+Student Council

!Top Ten

2009 - 2010 LITCHFIELD SCHOOL DISTRICT CALENDAR

- 17 - 18 Administrative Retreat
20 New Teacher Workshop
24 - 27 Teacher Workshop
31 1st Day of School

1 Day

AUGUST 2009

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY 2010

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

22 - 26 Winter Recess - NS

15 Days

SEPTEMBER 2009

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4 Friday Before Labor Day - NS

7 Labor Day - NS

16 Delayed Opening only for CHS
Students - 9:35 am20 Days

MARCH 2010

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17 Delayed Opening only for CHS
Students - 9:35 am

24 Teacher Workshop - NS

22 Days

OCTOBER 2009

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 Columbus Day - NS

21 Delayed Opening only for CHS
Students - 9:35 am21 Days

APRIL 2010

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

14 Delayed Opening only for CHS
Students - 9:35 am

4/26 - 4/30 Spring Recess - NS

17 Days

NOVEMBER 2009

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 Veterans Day - NS

18 Parent/Teacher Conf. - NS

25-27 Thanksgiving Recess - NS

16 Days

MAY 2010

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

31 Memorial Day - NS
(Observed)20 Days

DECEMBER 2009

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2 Delayed Opening only for CHS
Students - 9:35 am

12/24 - 1/1 Holiday Recess - NS

17 Days

JUNE 2010

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 Last Day of School
For Students (Tentative)

17 Teacher Workshop - NS

21 Last Day if 3 snow days
Occur

TBA Graduation

12 Days

JANUARY 2010

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 New Year's Day - NS

13 Delayed Opening only for CHS
Students - 9:35 am

18 Martin Luther King, Jr. Day - NS

19 Days

NOTES:

Shaded Days and NS = No School

☒ = Delayed Opening only for CHS students - 9:35 am*Snow days will be made up at end of school year (June)*SEPT thru JAN - 94 DAYS FEB thru JUNE - 86 DAYS
180 Total Student School Days - 190 School, Snow & TW Days

Please Mark Your Calendar:

Tentative Date Deliberative Session February 6, 2010 - 2 pm
Voting Day March 9, 2010

LITCHFIELD SCHOOL DISTRICT

ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2008	Enrolled October 1, 2009	Projected September 2010
Pre	38	21	22
Kindergarten	0	60	80
1	109	107	102
2	103	102	103
3	126	109	103
4	101	130	111
Total	<u>477</u>	<u>529</u>	<u>521</u>

ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2008	Enrolled October 1, 2009	Projected September 2010
5	146	103	132
6	137	152	106
7	135	133	149
8	144	130	133
Total	<u>562</u>	<u>518</u>	<u>520</u>

ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2008	Enrolled October 1, 2009	Projected September 2010
9	150	150	139
10	146	134	134
11	130	142	125
12	130	124	142
Total	<u>556</u>	<u>550</u>	<u>540</u>

Combined
Totals

1595

1597

1581

**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
January 31, 2009
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Dennis Miller, Chair (School Board Representative to the Budget Committee); Mrs. Cynthia Couture, Vice Chair; Mrs. Dot Beauregard; Mr. Ralph Boehm; and Mrs. Pat Jewett (Board Member and Selectwoman).

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Dr. Ronda Gregg, Director of Special Services; Amanda Lecaroz, Director of Curriculum & Instruction; Deb Mahoney, Director of Human Resources; Bruce Ballou, Director of Technology; Michele E. Flynn, School Board Secretary; Ms. Lynn Baddeley, School District Clerk; Gordon Graham and Maureen Pomeroy, Attorneys for the District.

Mr. Robert Manseau, Campbell High School Principal; Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal.

Budget Committee members: Mr. Brent Lemire, Chairman; Mr. John Harte, Vice Chair; Mr. Paul Parker; Mr. Mike Falzone, Mr. Brian McCue; Mr. Ray Peeples, Mr. George Lambert, (Selectmen's Representative).

Ballot clerks: Ms. Bertha Mieczkowski, Mrs. Trisha Regan.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Dennis Miller, School Board Chair. Mr. Miller introduced School Board members, SAU staff, and attorneys.

Mr. Regan introduced Mr. Brent Lemire, Chairman of the Budget Committee. Mr. Lemire introduced Budget Committee members.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

Mr. Regan read Article 1 and indicated that Mr. Miller would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Seven Hundred Twenty-Seven Thousand, Six Hundred Thirty-Six dollars (\$20,727,636)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Forty-Nine Thousand, Six Hundred Seventy-Eight dollars (\$20,849,678), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Mr. Miller gave an overview of the budget process. The Administrative Team makes initial recommended reductions with prioritization. The SAU then prioritizes their requests and makes second level adjustments to the budget. The School Board made final adjustments and approved the proposed budget for Budget Committee consideration. The Budget Committee is responsible for recommending the budget amount to be placed on the warrant. Mr. Miller indicated that many people worked to bring this budget forward. He also explained that the Default Budget is created for the School Board and approved by the Board. The Budget Committee is not involved in the Default process.

Mr. Miller deferred to Mr. Martin to speak to the budget. Mr. Martin explained that Dr. Cutler instructed administrators to submit a level-funded budget. Article 1 represents the total District operating budget for the 2009-2010 fiscal year and that it includes general fund, food service, and grant fund budgets.

Mr. Martin explained that he would present a budget summary, the School Board proposed operating budget with major factors impacting district needs, the Budget Committee's recommended budget, the Budget Committee's reductions, estimated revenues and appropriations, and tax rate impact. He added that all presentations and budget handout are available on the District website at www.litchfieldsd.org.

The School Board's proposed total operating budget of \$20,802,147 reflected an increase of \$797,416, or 4.2% over last year. The Budget Committee recommended a total budget of \$20,727,636 reflecting a \$74,511 difference, an increase of 3.8% over last year's total operating budget. The total proposed FY10 budget, \$21,228,990, **which is a total of the operating budget and warrant articles**, reflects an increase of \$1,259,069, or 6.3%, over the FY09 total budget. The proposed FY10 Default budget, \$20,849,678, is 4.41% over 2009. Mr. Martin pointed out that the cost of Article 2 is actually less than what was posted on the warrant and that the School Board would be amending Article 2.

Mr. Martin highlighted the major factors impacting the FY10 operating budget. The major factors are the state mandated kindergarten expenses of \$321,725, of which \$303,330 will be offset by additional state revenues; NH Retirement System mandated contribution rate increases, \$109,841; and mandated repairs and improvement to GMS, \$95,650. If these items are excluded, the operating budget increase would only be 1.04%.

Mr. Martin pointed out that the School Board's recommended general fund operating budget is \$797,416 less than 2009. He reviewed the major increases impacting the budget as follows:

- Kindergarten has been mandated by the state and the expenses, \$321,725, account for 40.35% of the increase to the operating budget. The cost will be offset by \$303,330 in additional state funding.
- Existing non-LEA Staff Salary & Benefits increase of \$136,330, account for 17.10% of the increase to the operating budget.
- NH Retirement contributions increase of \$109,841, account for 13.77% of the increase to the budget, due to mandated contribution rate increases.
- Utilities increase of \$75,539, account for 9.47% of the increase to the operating budget.
- Paraprofessionals Salaries increase of \$50,060, account for 6.28% of the increase to the operating budget (\$30,000 reduced in 2009 budget).
- Mandated safety repairs at GMS required by the Litchfield Fire Department and Building Inspector, \$48,000, account for 6.02% of the increase to the operating budget.
- GMS Repairs required by the NH DOE & the Litchfield Health Inspector for School Approval, \$47,650, account for 5.98% of the increase to the operating budget.
- Expanded Days for the Director of Curriculum, \$45,609, account for 5.72% of the increase to the operating budget.
- Health & Dental Insurance increase of \$42,129, account for 5.28% of the increase to the operating budget.
- Transportation Contract increase of \$38,422, account for the 4.82% of the increase to the operating budget.
- Data Communications increase of \$32,436, account for 4.07% of the increase to the operating budget. Mr. Martin pointed out that half of this increase is due to an error in setting the 2009 budget. The other half is due to two additional T1 lines supporting GMS and LMS.
- LEA Grade Change Salary & Benefit increases of \$21,393, account for 2.68% of the increase to the operating budget, are covered under the operating budget and are not part of the costs of the new Collective Bargaining Agreement.
- Current GMS Portable lease of \$21,299, accounts for 2.67% of the increase to the operating budget (the portable was leased last year due to the closure of the 1930's building).
- Workers' Compensation Insurance increase of \$21,222, accounts for 2.66% of the increase to the operating budget. The major share of this increase was to gross appropriate the costs prior to the refund.
- Teacher 6th Period Classes increase of \$18,745, accounts for 2.35% of the increase to the operating budget, which is attributed to teachers at the middle and high school levels who teach an additional course period.
- Daily Substitute Salaries increase of \$16,142, account for 2.02% of the increase to the operating budget, which is driven by a need to increase the daily rate.
- LMS School Year Receptionist salary of \$15,523, which is a new position, accounts for 1.95% of the increase to the operating budget.
- All other accounts have been reduced \$264,649 or 33.19%.

LB

Mr. Martin explained that object accounts are used to describe the services or commodities obtained as a result of the specific expenditure. He briefly reviewed object accounts highlighting a 40% increase in the Property Services account, which is due to required repairs, updates, and improvements (GMS mandated repairs and upgrades). He indicated that the site work and septic set up for the GMS portables for kindergarten will be funded 100% by the State of New Hampshire. Other property service account increases include transportation, out-of-district tuition for at-risk students in compliance with the new state attendance age law, and property and liability insurance. Salaries & Benefits account for 72% of the operating budget. If the Teachers' contract is approved by voters, salaries and benefits will account for 74% of the budget.

Mr. Martin explained that function accounts are used to describe the activity for which a service or expense is used. He reviewed increases and decreases to the function accounts. Regular Programs increased 1.4%; Special Programs 3.5%; Student Support Services 7.4%, part of which includes a transfer position (teacher) from LMS to CHS for an at-risk counselor; Instructional Staff Services 7.1%, due to an increase in days (salary) for the Director of Curriculum; Operation & Maintenance of Plant 10.4% due to the required GMS repairs and upgrades.

Mr. Martin reviewed the Budget Committee's reductions to the School Board budget. These reductions included: Athletic salaries \$5700; Dental Insurance \$8000; Social Security \$23,811; Workers Compensation Insurance \$10,000; Game Officials \$2,000; Electricity \$13,000; Fuel \$10,000; and Ground Equipment Replacement \$2000; for a total of \$74,511. Mr. Martin pointed out that the reduction in the Workers Compensation Insurance will not allow the District to gross appropriate this account.

Mr. Martin reviewed estimated revenue, which includes the revenue from state sources for kindergarten; an increase in the adequate education grant offset by a reduction in the state education taxes, which will reduce the state property tax rates by seven cents. Revenue from state sources will increase 3.8%. Mr. Martin also reviewed revenue from federal sources, such as Food Service revenue and revenue from grants, which will not impact the tax rate.

Mr. Martin indicated that the 2007-2008 year concluded with a fund balance of \$467,000. He is budgeting a fund balance of \$200,000 for this year, which is subject to change.

Mr. Martin indicated that the total 2009-2010 budget to be raised by taxes would equate to \$10.81 per thousand, a \$.49 increase from last year, which has been adjusted by the .07 reduction in state property tax. If the Teachers' contract and the Special Education Capital Reserve articles are approved by the voters, the tax rate increase will be \$1.00 (adjusted by the seven cent reduction to the state property taxes).

The Moderator invited the community to comment on Article 1.

Mrs. Laurie Ortolano, 16 Martin Lane, made a motion to reduce the 2009-2010 Operating Budget to \$20,405,911. The motion was seconded.

Mrs. Ortolano indicated that the amount of the reduction was \$321,925, which was budgeted for kindergarten.

The Moderator invited discussion of Article 1.

Mr. Miller commented that the State of New Hampshire has mandated the implementation of kindergarten. The District is required by law to have kindergarten. Reducing the cost of kindergarten in the budget would not mean that kindergarten would not be implemented. The District would have to find the money to fund kindergarten. A kindergarten program is essential and would mean more efficiency for first graders.

John Latsha, 10 McElwain Drive, commented that the problem is not with kindergarten, but the process in which the cost was included in the budget without being placed on a warrant article for the taxpayers to decide. He commented further although kindergarten would be funded by the state for three years, residents would have to fund it after that period. He felt that the people should have the right to vote on it. Mr. Latsha indicated that the mandate from the state was unfunded and quoted a School Board member who commented [at a previous Board meeting] that kindergarten is an unfunded mandate and is unconstitutional. He continued quoting that the Board member referred to the Hudson litigation. Mr. Latsha commented that the kindergarten issue should be decided by the people on a warrant article. He also referred to past warrant articles that failed (e.g. CHS track resurfacing, fencing), stating that these issues were not approved by the voters, but were included in the following year's budget.

Mr. Miller commented that he understood Mr. Latsha's viewpoint, however, Hudson is not challenging the funding of kindergarten. Hudson is challenging the mandate. Mr. Miller indicated that the explanation from Hudson's attorney is that they are not challenging the funding. If Hudson wins the lawsuit, it will not overturn the funding. Mr. Miller pointed out that even if kindergarten was on the warrant in Litchfield and it fails, the town must still implement kindergarten according to the law.

Michael Couture, 41 Stark Lane, commented on the budgetary breakdown for kindergarten, noting that some costs occur only once and some are recurring. He queried about the annual operating cost of kindergarten.

Mr. Martin indicated that the total salaries and benefits to staff kindergarten would be recurring costs and total \$108,107, but would be offset by \$1,200 per pupil from the state for the first three years. Non-salary items, which include the portable classroom leases, would be funded by the state for the first three years as well. Approximately \$84,000 of this expense would be recurring beyond year three. The site work and set up for the portables is a one-time expense that is funded by the state. After three years, the state expects the town to provide a permanent space solution for kindergarten and would fund construction at 75% state building aid.

John Latsha, 10 McElwain Drive, commented that Hudson is, in fact, concerned about the financial aspect of implementing kindergarten.

Mr. Miller responded that Hudson is not challenging the funding of kindergarten, only the mandate.

LP

Bill Spencer, 9 Cranberry Lane, clarified that Hudson is challenging the legal aspect of kindergarten. Hudson did not put kindergarten in their budget and he queried how they were allowed to do so.

Mr. Miller responded that it was Hudson's decision not to include kindergarten in their budget. However, kindergarten has been mandated and we do not know what the ramification from the state will be.

Mr. Spencer commented that they challenged the mandate and chose not to include the money in their budget, but will let the voters decide. He indicated that is the same issue with kindergarten in Litchfield and the voters should make the decision.

Mr. Latsha commented that the only penalty for Hudson if kindergarten is not implemented is to file for an exemption for one year.

Attorney Gordon Graham clarified that Hudson's issue with kindergarten is that it is mandated by the state, but only funded for the first three years. Hudson wants it fully funded. Hudson's lawsuit does not invalidate the law. Hudson is challenging that the districts that do not have kindergarten are being compelled to implement and fund it. Litchfield is different because of the complexity of the law. The "no means no" law [RSA 32:10, I (e)] states that the purpose or article shall be deemed one for which no appropriation is funded in that budget year. The Town of Litchfield approved kindergarten three years ago. The legislature passed the portion of the bill for kindergarten construction that was exempted from the no means no law to preempt kindergarten failing on a warrant. They never exempted the operational budget from the no means no law. School districts are now in a bad position. It was his advice that it was necessary for districts [for legal issues] to include kindergarten in the operating and default budgets. An unfunded mandate in Litchfield is contingent on voters never approving a program. The Litchfield community did vote in favor of kindergarten.

Peter Moore, 31 Deerwood Drive, commented that placing kindergarten on a separate warrant article placed the Board in an unfair position. They have been criticized several times for including items that failed in previous warrant articles in the operating budget. This reduction is a specific amount for kindergarten. If residents think the budget is too big, find specific areas to reduce. He added that it is disturbing that Litchfield is one of the few towns in the nation that does not have kindergarten. We have to support education for our children. He stated that he is not supporting the amendment to Article 1.

Bill Spencer, 9 Cranberry Lane, commented that when the original vote for kindergarten was taken the former Superintendent was asked if kindergarten was being forced on the people and she said no. She made a commitment to bring kindergarten to the voters.

Mr. Miller responded that the different conditions exist now than did previously. The law has changed and put us in a difficult position.

Mr. Phil Reed, 7 Forest Lane, stated that he was opposed to the amendment. He commented that the issue is either pay now or pay later, and pay later always costs more. We need to move forward. He urged residents to defeat the amendment.

Mr. George Lambert, 3 Lydston Lane, commented that he was not in favor of the amendment. Kindergarten will cost us more later and cost us adequate education for our children. Penny Shupe, 8 McQuestin Circle, commented that she has been a resident of Litchfield for 26 years and spent 20 years as an educator. She stated that this community has continued to invest in our students and that is what we need to do.

Mr. Ralph Boehm, School Board member, commented that we are in a quandary. If we support the amendment we will have to find the funding for kindergarten in the budget and pay legal fees. Our hands are tied. Mr. Boehm stated that if we remove kindergarten by amendment, we would place parents in a difficult position. They would have lost the opportunity to register their child at a private kindergarten of their choice. He urged residents not to support the amendment.

Mr. Bill Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded and passed by voice vote.

A secret ballot was requested in writing by William Spencer, Patricia Spencer, Patricia Byron, Laurie Ortolano, Robert Martineau, for the vote on the motion on the floor to reduce the operating budget to \$20,405,911. The Moderator instructed voters to use ballot number 13 on the blue ballot sheet.

While the secret ballots were being counted, Board members requested a short break. Mr. Miller announced that Mrs. Dot Beauregard would not be seeking reelection to the School Board. He gave a brief background of Mrs. Beauregard's service and contribution to the community. He congratulated her on serving five years on the School Board and presented her with an award.

The Moderator indicated that the secret ballot had been collected and counted by the Supervisors of the Checklist.

The secret ballot count for the proposed amendment was: Yes, 26; No, 44. **The amendment was defeated.**

The Moderator asked if there was further discussion of Article 1.

Al Raccio, 16 Bear Run Drive, queried about the transportation costs for kindergarten.

Mr. Miller responded that there would be no increase in transportation costs as kindergarten students will be transported in conjunction with the elementary students. There will also be no midday transportation for kindergarten.

There were no further amendments or discussion, **Article 1 stands as written.**

Mr. Regan read Article 2.

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

<i>Year</i>	<i>Estimated Increase</i>
<i>2009-2010</i>	<i>\$ 457,623.00</i>
<i>2010-2011</i>	<i>\$ 374,373.00</i>
<i>2011-2012</i>	<i>\$ 379,805.00</i>

and further to raise and appropriate the sum of Four Hundred Fifty-Seven Thousand, Six Hundred Twenty-Three dollars (\$457,623.00) for the 2009-2010 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

Pursuant to RSA 273-A:12, VII, this collective bargaining agreement, including the pay plan but excluding cost of living increases, will continue until a new agreement is executed.

Recommended by the School Board

Recommended by the Budget Committee

Mr. Dennis Miller made a motion to reduce the first year cost amount of the Teachers' Contract in Article 2 to \$451,354. The motion was seconded.

Mr. Miller explained that the amendment was being made due to an accounting misallocation in the athletics and co-curricular accounts. The purpose is to adjust the figure to implement the negotiated agreement and correct a mistake in the original calculation of the cost items needed to implement the cost items in the agreement.

The Moderator asked if there was any discussion on the amendment. Hearing none, the Moderator asked for a vote on the amendment.

The amendment passed by voice vote.

Mr. Miller spoke to the article explaining that the contract is the result of a four month long negotiation process during which he and Mr. Boehm served on a negotiation committee. He noted that the Board's desire was to minimize the cost to the taxpayers, reduce health insurance costs to the District, and maintain competitive salaries. Several options were discussed. The end result was that salary schedules would be adjusted 2.5% each year for three years, plus step increases that range from 2.76% to 4.48%; there is a 0% step increase for teachers at the top step, and no increase in longevity adjustments for those that qualify. 37% of the District's teachers are at the top step of the salary schedule.

Mr. Miller further stated that there will be no increase in co-curricular and athletic stipends over the three years. Board members and the LEA will study the allocation of the stipends. Also agreed upon is a new perfect attendance stipend to help reduce the cost of substitute teachers. The lower cost health plan reflects increased co-pays for office visits and emergency room visits. There is no increase in the per LEA member professional development dollars over the three years.

Mr. Miller indicated the cost of the agreement is \$451,354 for year one, \$374,373 for year two, and \$379,805 for year three. The impact is \$.46 on the tax rate for year one and \$.39 on the tax rate for years two and three.

The Moderator opened the floor to discussion of the article.

Rich Carter, 74 Talent Road, queried if the perfect attendance cost was included in the budget.

Mr. Miller responded that the perfect attendance cost is not reflected in the budget.

Mr. Carter was concerned about where the money would come from.

Mrs. Couture noted that the cost would be offset by the need for fewer substitutes.

Anja Duprat, 5 Ronisa Avenue, queried if the health costs are locked over the three years of the contract and who would pay any difference if there were an increase in cost.

Mr. Miller responded that the costs differ from year to year, and the District pays 85% of the cost from year to year.

SueAnn Johnson, 35 Locke Mill Drive, queried if the COLA and longevity are paid annually.

Mr. Miller responded that the 2.5% is an annual adjustment. The longevity stipend will be added to the salaries of the teachers who have reached top step and qualify for longevity.

Ms. Johnson was concerned with a three year contract in light of the economy. She commented that many people's salaries are being reduced and many are facing layoffs. She stated that although she wants the District to have quality in teaching, the attendance bonus is not necessary. She felt that the Board should have been more conservative in negotiations.

Mr. Miller commented that Litchfield has a high quality staff and they considered a shorter term contract. They felt that the economic climate warranted the three year contract as futures are uncertain. The teachers, School Board, and Budget Committee felt this was a fair contract. It will be up to the voters in March.

Peter Moore, 34 Deerwood Drive, queried why the first year was higher than the other two years.

Mr. Martin explained that in the cost is higher in the first year because of the allocation of teachers on the schedule. Each year additional staff reach the top step, which reduces the annual cost increase. It can be very complicated because of the combination of steps and total experience.

Bill Spencer, 9 Cranberry Lane, commented that part of the reason for the question is because the contract is based on the existing pool and over three years the cost is affected by new hires.

LP

Al Raccio, 16 Bear Run Drive, commented that the longevity doesn't seem to track the rest of the numbers.

Mr. Martin responded that it is based on the allocation of current staff. When a teacher reaches 15 years with 5 years in the district, or 20 years with 5 years in the district the teacher is eligible for longevity. The longevity cost was calculated for each existing staff member.

Mr. Raccio commented that would assume the history shows a very low attrition.

Mr. Martin indicated that there are a number of staff at the top of the longevity step. They could teach another 10 or 15 years and you will see no change in that line. It is an actual expected cost based on current staff.

There were no further amendments or discussion, **Article 2 stands as amended.**

Mr. Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Article 1. The motion was seconded and passed by voice vote.

Mr. Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Article 2. The motion was seconded and passed by voice vote.

Mr. Regan read Article 3.

ARTICLE 3

Shall the Litchfield School District authorize the Treasurer, with the approval of the School Board, to appoint a Deputy Treasurer for a 1-Year Term under the provisions of RSA 197:24(a) to serve only in the absence or unavailability of the Treasurer? This is an unpaid position.

Mr. Boehm spoke to the article. He explained that Litchfield has no deputy treasurer. This is a one year term and the deputy treasurer would only serve in the absence or unavailability of the treasurer. The position is necessary to operate the District within the law and is required by the District's outside auditing firm. This is an unpaid and necessary position.

John Latsha, 10 McElwain Drive, queried if the position is voluntary.

Mr. Boehm indicated in the affirmative and that the position is unpaid.

The Moderator clarified that the deputy treasurer is appointed by the treasurer and approved by the School Board.

There were no further amendments or discussion, **Article 3 stands as written.**

Mr. Regan read Article 4.

ARTICLE 4

Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

Recommended by the School Board

Recommended by the Budget Committee

Mr. Miller spoke to the article. He indicated that the Board is not requesting an increase to next year's budget. We are requesting approval to add up to \$50,000 from any funds not spent by June 30, 2009 to the existing special education capital reserve fund. These funds may be used to cover any unanticipated educational costs for a special education student that is not included in the approved budget. Out-of-district placements can cost in excess of \$100,000.

John Latsha, 10 McElwain Drive, commented that his research of special education capital reserve funds in other districts indicated that the average is \$10,000 to \$25,000 and that \$50,000 is excessive.

Mr. Miller responded that actual out-of-district placements of special education students can exceed \$100,000. This is not a slush fund and would require a vote of the Board to expend the money.

There were no further amendments or discussion, **Article 4 stands as written.**

Mr. Regan read Article 5.

ARTICLE 5

Shall the School District vote to require that all votes by the Budget Committee and the School Board relative to budget items and warrant articles, shall be recorded votes and that a numeric tally of the votes be printed in the School District warrant next to the affected warrant article in accordance with RSA 32:5, V-a?

Mrs. Couture spoke to the article. She explained that the article would require the District to record the recommendation and vote tally of both the Board and Budget Committee on the warrant. This practice was approved at a previous District meeting. The new law restricts the printing of the vote tallies on the ballot. A new vote is needed to reinstate the ability to print the vote tallies on the ballot and warrant. The Board believes it is beneficial for voters to see the recommendations and tallies and is recommending this article.

There were no discussion or amendments, **Article 5 stands as written.**

The Moderator thanked all who attended and accepted a motion to adjourn at 3:50 p.m. The motion was seconded. The motion passed unanimously by voice vote.

LP

Prepared by:
Michele E. Flynn
Secretary to the Litchfield School Board

A large, elegant handwritten signature in dark ink, reading "Michele E. Flynn". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

A true record of the
Litchfield School District Deliberative Session

Attest:

A handwritten signature in dark ink, reading "Lynn Baddeley". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Lynn Baddeley
School District Clerk

Submitted: February 4, 2009

**2009 LITCHFIELD SCHOOL DISTRICT WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, January 31, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2009, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member	3-Year Term
School Board Member	3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Seven Hundred Twenty-Seven Thousand, Six Hundred Thirty-Six dollars (\$20,727,636)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Forty-Nine Thousand, Six Hundred Seventy-Eight dollars (\$20,849,678), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

Year	Estimated Increase
2009-2010	\$ 457,623.00
2010-2011	\$ 374,373.00
2011-2012	\$ 379,805.00

and further to raise and appropriate the sum of Four Hundred Fifty-Seven Thousand, Six Hundred Twenty-Three dollars (\$457,623.00) for the 2009-2010 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

Pursuant to RSA 273-A:12, VII, this collective bargaining agreement, including the pay plan but excluding cost of living increases, will continue until a new agreement is executed.

Recommended by the School Board

Recommended by the Budget Committee

ARTICLE 3

Shall the Litchfield School District authorize the Treasurer, with the approval of the School Board, to appoint a Deputy Treasurer for a 1-Year Term under the provisions of RSA 197:24(a) to serve only in the absence or unavailability of the Treasurer? This is an unpaid position.

ARTICLE 4

Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

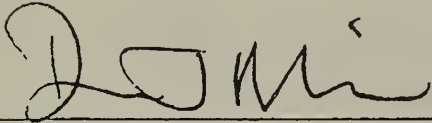
Recommended by the School Board

Recommended by the Budget Committee

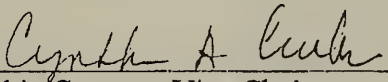
ARTICLE 5

Shall the School District vote to require that all votes by the Budget Committee and the School Board relative to budget items and warrant articles, shall be recorded votes and that a numeric tally of the votes be printed in the School District warrant next to the affected warrant article in accordance with RSA 32:5, V-a?

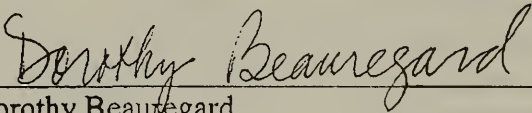
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 21 DAY
OF JANUARY 2009.



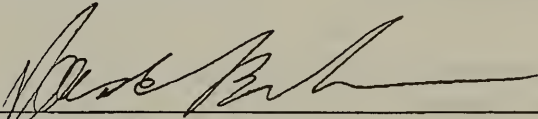
Dennis Miller, Chair



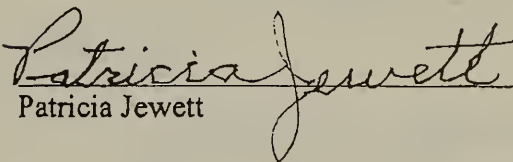
Cynthia Couture, Vice Chair



Dorothy Beauregard



Ralph G. Boehm



Patricia Jewett

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT MEETING
ELECTION RESULTS
MARCH 10, 2009
The State of New Hampshire**

Election of Officers

School Board: **Jason Guerrette, 711 votes, elected; three-year term**
 Dennis Miller, 577 votes, elected; three-year term

Warrant Articles

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Seven Hundred Twenty-Seven Thousand, Six Hundred Thirty-Six dollars (\$20,727,636)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Forty-Nine Thousand, Six Hundred Seventy-Eight dollars (\$20,849,678), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

**Article Passed - Yes: 965
No: 331**

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

Year	Estimated Increase
2009-2010	\$ 451,354.00
2010-2011	\$ 374,373.00
2011-2012	\$ 379,805.00

and further to raise and appropriate the sum of Four Hundred Fifty-One Thousand, Three Hundred Fifty-Four dollars (\$451,354.00) for the 2009-2010 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

Pursuant to RSA 273-A:12, VII, this collective bargaining agreement, including the pay plan but excluding cost of living increases, will continue until a new agreement is executed.

Recommended by the School Board

Recommended by the Budget Committee

**Yes: 442
Article Failed - No: 866**

ARTICLE 3

Shall the Litchfield School District authorize the Treasurer, with the approval of the School Board, to appoint a Deputy Treasurer for a 1-Year Term under the provisions of RSA 197:24(a) to serve only in the absence or unavailability of the Treasurer? This is an unpaid position.

Article Passed - Yes: 1,027
No: 275

ARTICLE 4

Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

Recommended by the School Board

Recommended by the Budget Committee

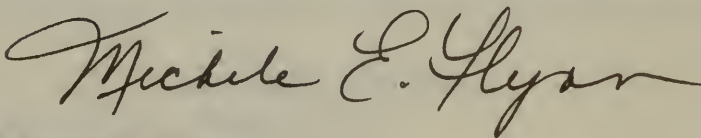
Article Passed - Yes: 726
No: 571

ARTICLE 5

Shall the School District vote to require that all votes by the Budget Committee and the School Board relative to budget items and warrant articles, shall be recorded votes and that a numeric tally of the votes be printed in the School District warrant next to the affected warrant article in accordance with RSA 32:5, V-a?

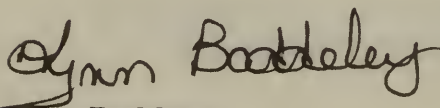
Article Passed - Yes: 1,103
No: 196

A true report of the 2009 Litchfield School District election results, prepared by:



Michele E. Flynn
School Board Secretary
March 11, 2009

A true report of the 2009 Litchfield School District election results, attest:



Lynn Baddeley
School District Clerk

2010 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 6, 2010, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 4. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 9, 2010, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member
School Board Member

3-Year Term
3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Five Hundred Thirty-one Thousand, Eight Hundred Seventy-one dollars (\$20,531,871)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Sixty-four Thousand, Two Hundred Eleven dollars (\$20,864,211), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Recommended by the School Board
(3-2-0)

Recommended by the Budget Committee
(8-0-0)

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

Year	Estimated Increase
2009-2010	\$ 0.00
2010-2011	\$ 171,630.00
2011-2012	\$ 232,763.00

and further to raise and appropriate the sum of One Hundred Seventy-one Thousand, Six Hundred Thirty dollars (\$171,630.00) for the 2010-2011 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Pursuant to RSA 273-A:12, VII, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.

Recommended by the School Board
(4-1-0)

Recommended by the Budget Committee
(7-0-0)

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

Recommended by the School Board
(4-1-0)

Not Recommended by the Budget Committee
(7-1-0)

ARTICLE 4 (Petitioned Article)

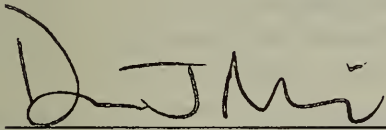
Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?

Three-fifths (3/5) ballot vote required.

*Not Recommended by the School Board
(4-1-0)*

*Recommended by the Budget Committee
(5-3-0)*

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 20th DAY
OF JANUARY 2010.**



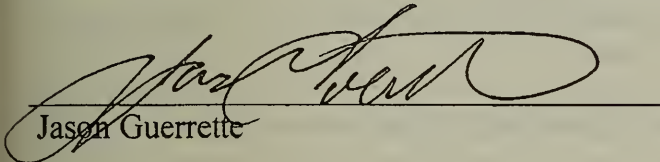
Dennis Miller, Chair



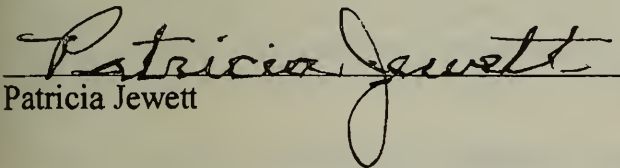
Ralph Boehm, Vice Chair



Cynthia Couture



Jason Guerrette



Patricia Jewett

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
February 6, 2010
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Dennis Miller, Chair; Mr. Ralph Boehm, Vice Chair; Mrs. Cynthia Couture; Mr. Jason Guerrette; and Mrs. Pat Jewett (Board Member and Selectwoman).

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Dr. Ronda Gregg, Director of Special Services; Amanda Lecaroz, Director of Curriculum & Instruction; Michele E. Flynn, School Board Administrative Assistant; Mr. Rob Demaine, IT Technician; Ms. Lynn Baddeley, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Robert Manseau, Campbell High School Principal; Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal.

Budget Committee members: Mr. John Harte, Vice Chair; Mr. Paul Parker; Mr. Mike Falzone, Mr. William Spencer; Mr. Ray Peebles, Mr. George Lambert, (Selectmen's Representative).

Ballot clerks: Ms. Bertha Mieczkowski, Mrs. Joan McKibben.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Dennis Miller, School Board Chair. Mr. Miller introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. John Harte, Vice Chairman of the Budget Committee. Mr. Harte introduced Budget Committee members.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

Mr. Regan read Article A.

ARTICLE A.

To elect by ballot the following School District Officers:

<i>School Board Member</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>

The Moderator opened discussion of Article A.

Hearing no discussion, **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Mr. Miller would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Five Hundred Thirty-One Thousand, Eight Hundred Seventy-One dollars (\$20,531,871)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Sixty-Four Thousand, Two Hundred Eleven dollars (\$20,864,211), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

This article was recommended by the School Board by a vote of 3-2-0, and by the Budget Committee by a vote of 8-0-0.

Mr. Miller thanked School Board members, Budget Committee members and school district Administrators for their work during the budget process. Mr. Miller deferred to Mr. Martin to speak to the budget.

Mr. Martin explained the budget development process. He indicated that the Superintendent requested a level-funded budget. The Administrative Team made initial recommended reductions with prioritization. The Superintendent and the Administrative Team then prioritized their requests and make second level adjustments to the budget. The School Board made final adjustments and approved the proposed budget for Budget Committee consideration. The Budget Committee is responsible for recommending the budget amount to be placed on the warrant. The School Board will approve final allocations after the March vote. Mr. Martin explained that the Default Budget is created for the School Board and approved by the Board. The Budget Committee is not involved in the Default process.

Article 1 represents the total District operating budget for the 2010-2011 fiscal year and that it includes general fund, food service, and grant fund budgets.

Mr. Martin explained that he would present a budget summary, the School Board proposed operating budget with major factors impacting district needs, the Budget Committee's recommended budget, the Budget Committee's reductions, estimated revenues and

LB

appropriations, and tax rate impact. He added that all presentations and budget handouts are available on the District website at www.litchfieldsd.org/finance/documents/2011budget.pdf.

The total FY11 budget on the ballot is the Budget Committee's recommended budget of \$20,531,871, which includes the general operating fund, food services fund, and the grants fund. Mr. Martin noted that the budget does not include increases from the proposed LEA contract or the warrant article relative to the Special Education Capital Reserve Fund. The total FY11 proposed School Board budget [with the inclusion of the two warrant articles] reflects a reduction of \$109,045. Mr. Martin pointed out that the School Board recommended over one million dollars of reductions in order to present a budget decrease to the Budget Committee. The total FY11 recommended Budget Committee budget reflects a reduction of \$463,739. The FY11 Default Budget totals \$20,864,211 and reflects an increase of \$86,575 over the recommended budget. Mr. Martin explained that the Default Budget increase is greatly impacted by ARRA grant funds.

Mr. Martin highlighted major impacts to the School Board FY11 proposed operating budget:

- Health Insurance Rate Increase (\$327,987)
- Special Education Out of District Tuition (\$293,200)
- NH Retirement Rate Increase (\$88,654)
- Campbell Track Surface Replacement (\$80,000)
- Special Education Transportation (\$51,934)
- Existing Non-LEA Staff Salary & Payroll Benefit Increases (\$49,528)
- GMS Additional ADA Bathrooms Required by NH DOE & Litchfield Health Inspector for School Approval (\$49,000)
- Self-Funded Programs (offset by revenues) (\$24,810)
- Replacement Textbooks (English curriculum review) (\$20,284)
- Dental Insurance Rate Increase (\$17,931)
- LEA Grade Change Salary & Benefit Increase (\$16,715)

Total major increases: \$1,020,043.

Mr. Martin highlighted major reductions to the School Board FY11 proposed operating budget:

- Staff Reductions (\$249,789)
 - One 4th grade teacher driven by student population,
 - Part time special education teacher,
 - CHS special education teacher,
 - Reduction of 6th period classes (student driven),
 - Curriculum director reduced to part time,
 - Payroll coordinator reduced to part time.
- Kindergarten Site Preparation & Startup Expenses (\$133,748)
- Fuel Oil, Propane, & Fuel (\$80,025)
- Computer Equipment (67,396)
- Supplies (\$62,662)
- Special Education Capital Reserve Fund (\$50,000)
- GMS Safety Repairs Required by Fire Department & Building Inspector (\$48,000)
- Interest Expense (\$42,000)

- Data Communications & Telephone (\$38,909)
- Vocational Education Transportation (\$31,935)
- Special Education Professional Services (\$30,850)
- Computer Software (\$25,639)
- Workers Compensation Insurance (\$18,483)
- Travel (\$14,735)
- All Other Accounts (\$234,917)

Mr. Martin reviewed the FY11 recommended budget briefly by object account. He explained that object accounts are used to describe the services or commodities obtained as a result of the specific expenditure.

Mr. Martin indicated that there are only two object accounts that are above the FY10 budget: Benefits and Other Services. Benefits increased \$355,667, which is totally driven by an increased cost in health insurance and an increase in the teachers' retirement rate. Other Services increased \$251,223, which includes special education out of district tuition and transportation.

Mr. Martin reviewed the FY11 recommended budget briefly by function account. He explained that function accounts are used to describe the activity for which a service or expense is used.

Mr. Martin highlighted increases and decreases in function accounts:

Decreases:

- Regular Programs (\$16,091)
- Vocational Programs (\$7,032)
- Other Programs (\$9,819)
- Instructional Staff Services (\$125,834)
- Business & Finance (\$10,887)
- Operation & Maintenance of Plan (\$67,668)
- Central Support Services (\$6,100)
- Debt Service & Capital Reserves (\$92,000)

Increases: (Note: Many function increases are driven by circumstances that are beyond the Board's control)

- Special Programs (\$113,270), which is driven by out of district tuition and transportation
- Self-Funded Programs (\$24,810), which are offset by revenue
- Adult & Community Programs (\$1,975)
- Student Support Services (\$302)
- SAU, District, & School Board (\$23,428)
- School Administration (\$26,275)
- Student Transportation (\$19,302)
- Facilities Acquisition & Construction (\$17,025)

Mr. Martin provided an overview of Other Programs (function account). He indicated that 99.72% of the Other Programs function account is made up of Athletics/Co-curricular.

LB

However, transportation for athletics/co-curricular and field trips is included in the Student Transportation account. The total proposed budget for Athletics/Co-curricular is \$523,742. Mr. Martin pointed out that there has been no increase to Athletics/Co-curricular for the past two years. He also mentioned that no increases in the proposed LEA contract will impact the Athletics/Co-curricular budget.

Mr. Martin noted that during this year's budget development process, Budget Committee members requested the budget be presented by location account. He explained that location accounts are used to describe the physical location where the activity or cost is used or expensed (i.e. GMS, LMS, District). Mr. Martin provided a location account breakdown of the FY11 general fund budget:

- District-wide 23%
- CHS 28%
- LMS 22%
- GMS 22%
- SAU 4%
- School Board 1%

Mr. Martin reviewed the Budget Committee's reductions to the School Board budget. These reductions included:

GMS:

- Regular Education Teacher Salaries (\$32,403.66)
- Regular Education Paraprofessionals Salaries (\$2,934.68)
- Guidance Services (\$771.85)
- Custodial Supplies (\$3,405)
- Technology Repairs (\$800)

CHS

- RM Frameworks Software (at CHS request) (\$1,000)
- Athletic Trainer (\$4,260)
- Game Officials (\$3,386)
- Track Repair (cut at the School Board's request) (\$80,000)*

*The School Board requested the track repair be removed and replaced with a geotechnical study (cost of \$10,000) to determine the actual cause of the track's damage. Mr. Martin indicated that it is clear that a water problem is causing the damage; however, it would be prudent to determine the type of water problem and find a resolution before replacing the track.

District-wide

- Special Services Professional Services (\$6,750)
- Handicapped Tuition (\$69,000)
- Co-curricular/Athletic Salaries (\$10,000)
- Course Reimbursement – LEA (\$4,000)
- Special Education Transportation (\$42,000)
- Business Professional Services (\$349)
- Health Insurance (\$55,473.75)
- Social Security (\$11,805.12)

SAU

- Superintendent Repairs (\$300)
- Superintendent Leases (\$1,171)
- Business Supplies (\$700)
- Human Resources Professional Services (\$500)

School Board

- Polling Staff (\$600)
- General Reductions (\$33,084)

Total Reductions \$354,694.06.

Mr. Martin indicated that the total FY11 recommended operating budget will result in an \$0.11 decrease on the tax rate. In addition, the cost of the proposed LEA contract will result in an \$0.18 increase on the tax rate and the proposed addition to the Special Education Capital Reserve fund will result in a \$.05 increase on the tax rate, if approved by the voters.

Mr. Martin briefly reviewed estimated FY11 revenues indicating that there would be a decrease in School Building Aid, Kindergarten Aid (site prep), Catastrophic Aid, and State Education Taxes. He also noted that there is a small increase in the Adequacy Aid grant of \$22,520. Federal revenues increased \$235,000, impacted largely by ARRA funds. Mr. Martin noted that a decrease in discretionary spending (requested by the Superintendent) may result in a \$372,557 fund balance to reduce taxes.

Mr. Martin reviewed estimated savings to property taxes. He indicated that if the Budget Committee's FY11 recommended operating budget, the proposed LEA contract, and the proposed addition to the Special Education Capital Reserve fund are approved by the voters, the property tax impact will approximately \$12 annually for home valued at \$300,000 and \$16 annually for a home valued at \$400,000.

The Moderator invited the community to comment on Article 1.

Sue Seabrook, 18 Bear Run Drive, queried about the reduction in 6th period classes. She asked if it impacts the students who may want to take extra courses and if the reduction will be offset so they are able to take the extra courses.

Mr. Miller indicated that 6th period classes are not being eliminated, but a reduction in salaries will cause a reduction in the number of 6th period courses that are offered.

Mrs. Seabrook asked how that would not effect the number of classes that are available to students.

Mr. Manseau, Principal, CHS, indicated that currently CHS offers 11 6th period classes. The reduction will bring the total to 5. He noted that the class sizes will have to increase to accommodate students who want to take the extra courses.

George Lambert, 3 Lydston Lane, queried about a \$50,000 line item for GMS roof repairs. He indicated that there is no plan for the money. He also queried about a \$28,000 line item for GMS

LB

lighting upgrades and asked why the District does not participate in the PSNH lighting upgrade and savings plan (as does the Town).

Mr. Martin indicated that, in reference to the GMS roof, the District does not have a roof report. Core samples were taken by the vendor with a quote from the vendor. Mr. Martin indicated that vendors will not supply a roof report unless they are paid contrary to a previous suggestion that vendors will prepare a roof report for free.

Mr. Martin responded to Mr. Lambert's question about the GMS lighting upgrade. He explained that the upgrade is required by the NH DOE for school approval (accreditation). The Board presented a five year lighting upgrade plan to the NH DOE. Upon approval from the NH DOE, Mr. Lynch, Town Building/Health Inspector, was required to approve the lighting upgrade for a certain number of rooms over five years. Mr. Martin indicated that he has not yet looked into the PSNH plan. Currently, the District is a member of an energy consultant group, which goes out to bid each year to utility providers. Mr. Martin pointed out that if the Board accepted the plan offered through PSNH, savings are not guaranteed and the District will still be required to replace the lighting or violate school approvals compliance.

Mr. Miller spoke to the GMS roof. He explained that the area of the roof that is currently affected is over the Main Office and the Pre-K classrooms.

Mr. Lambert asked why there is no roof plan.

Mr. Miller indicated that the District will acquire three quotes for the roof repairs, however, vendors expect to be paid when providing a roof report.

Dr. Cutler spoke to the GMS lighting. She indicated that she was not comfortable with a reduction to the GMS lighting line item. She explained that the District will certainly try to find a cost lower than \$28,000 for the lighting upgrade; however whether the lighting is provided for free or not, we have to replace it in compliance with the plan presented to and approved by the NH DOE.

Mr. Lambert made a motion to reduce the FY11 recommended operating budget by \$50,000 for the GMS roof repairs.

Patricia D'Alleva, 15 Cutler Road seconded the motion.

Mr. Lambert indicated that there may be a leak in the roof, but the entire scope of work is unknown. He believes that a solution should be determined with a roof plan before putting money in the budget to repair the roof.

Mr. Kam Mun, 5 Reid Lane, asked if the money is cut from the budget how can the roof be repaired?

Jason Guerrette, 11 Perry Court, commented that until an actual roof report is done, the actual damage is unknown, as well as the cost of repairs. He indicated that a vendor will take a core

sample and charge \$1500 - \$2000 for a roof report, although in his experience there has never been a fee. Mr. Guerrette commented that multiple quotes from vendors will not guarantee that a vendor will actually repair the roof. He added that good maintenance says perform proper investigation and then make repairs.

Monica Gannon, Martin Lane, indicated that the safety of the children is the main concern. She commented that it is better to spend the money to repair the roof than have tiles fall down on the children in the classrooms.

Mr. Guerrette indicated this is not a child safety issue. He commented that when there is a leak in the roof, you effectuate repair. A new roof will not prevent leaks from happening.

Sue Seabrook, 18 Bear Run Drive, commented that she is the nurse at GMS and she has watched ceiling tiles fall every time there is a thaw. She queried if there was a fund that can be used to repair the roof if the motion passes.

Mr. Miller indicated that there is a \$50,000 Maintenance Reserve fund that was established in 2004 and can be used if necessary.

Keri Douglas, 9 Pheasant Street, asked what will happen if the cost to repair the roof exceeds \$50,000.

Mr. Miller indicated that if the cost exceeds the budgeted amount, the Board can either find the difference in the budget, carry the money over to the next year (and budget additional funds), or put the roof repairs on a warrant article.

Mrs. Douglas queried how the options are determined. She indicated that she has had experience with similar issues and there are always problems that occur. She commented that if the extent of the repairs is unknown, it would make sense to have a roof report

Mr. Miller indicated that the current vendor indicated that he will no longer patch the roof as it is creating more damage. He commented that if the roof repair cost results in a higher cost, the previous options he mentioned may apply. He added that if the work is critical, the maintenance reserve fund can be used. Mr. Miller noted that the Board needs to have a quote for budget purposes for a decision to be made.

Maureen Sherwin, 29 Century Lane, indicated that in the past years as a teacher at GMS, she has witnessed ceiling tiles fall while students are in her classroom. She commented that this year she is in a different room and there are buckets inside and outside of the classroom collecting water from leaks in the roof. Ms. Sherwin stated that the roof needs to be repaired for safety to the children.

Mr. William Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded. The motion passed by voice vote.

LB

The Moderator repeated the main motion by Mr. Lambert to amend the budget from \$20,531,871 to \$20,481,871.

The motion failed by voice vote.

Mr. William Spencer, 9 Cranberry Lane, commented that the Board recommended the budget with a vote of 3-2-0. He queried if Board members were comfortable with the recommended budget if it is approved by the voters.

Mr. Miller acknowledged that the Board vote to recommend the budget was accurate. He commented that while he personally did not agree with all the reductions made to the budget, he believes the budget can meet the District's needs. He deferred to the Superintendent and the Business Administrator.

Dr. Cutler commented that the budget is very lean and she would be uncomfortable if further reductions to the budget were made. She explained that the Board and Administrative Team worked very hard to protect the teachers and classroom management in developing the budget. Dr. Cutler indicated that most of the reductions were to building maintenance and repair and the most important purpose was to preserve the student to teacher ratio. She felt comfortable with the recommended budget and pointed out that she believes that the Litchfield School District has presented the lowest budget in the region. She added that nothing new has been added to the budget and is pleased with the School Board and Budget Committee collaboration on the budget. Dr. Cutler emphasized that she is comfortable with the budget so long as there are no further reductions.

Mr. Martin commented that the biggest risk in budget reductions is in health insurance. He noted that if the LEA contract is approved it will result in a less expensive health plan. He indicated that he is comfortable with the budget as presented. Mr. Martin commented that most of the reductions made were based on historical spending. He added that if the District does not expend the total budget at the end of the year, the remainder is returned to reduce the tax rate. In addition, if there are no unanticipated emergencies, the District can live with the budget.

Mr. Kam Mun, 5 Reid Lane, commented that we have a proud track team and he queried why the money to replace the track was removed from the budget. He also asked if the study determines the root cause of the damage to the track, will the track be returned to its original condition.

Mr. Miller indicated that the Board requested the reduction and recommended \$10,000 for the geotechnical study. The original budget request of \$80,000 was to replace the entire track and the rubber layer. There is a potential water problem. Mr. Miller commented that it is hopeful that the damaged areas can be patched and that the study will determine the actual cause.

Mr. Mun queried if the track team would be able to use the track if patching is successful.

Miller explained that three days with a consistent temperature of 68 degrees is necessary to repair the track before the season opens. He indicated that options to repair the track relative to the outside temperature are being discussed. Mr. Miller commented that everything is being

LB

done to make the track usable, but there are no guarantees. In addition, the track team is making preparations for "away" meets.

Mr. Spencer (speaking as a Budget Committee member) clarified that the moisture problem is not limited to the track. He indicated that the multi-purpose room at CHS is also affected. He noted that it is important to find the root cause and mitigate the problem. Mr. Spencer indicated that the issue is that the problem has to be solved. He added that when the Board determines a solution it will be brought to the voters.

Mr. Mun, 5 Reid Lane, asked for clarification on the reduction relative to the Athletic Trainer.

Mr. Spencer indicated that the Athletic Trainer's hours have not been reduced. The reduction was based on a historical under spend. He noted that the Budget Committee level funded the line item as there has been no increase in his contracted wages.

Mr. Miller clarified that the Athletic Trainer is contracted and not an employee of the District.

Mr. Guerrette, 11 Perry Court, commented on the GMS lighting line item. He noted that the District spent \$28,000 last year to upgrade lighting and is doing the same this year. Mr. Guerrette stated that included in the PSNH program is a lighting survey, upgrade the lighting, and guarantee a 40% savings. This can be done with no up-front costs and in less time than over five years. He indicated that the Board of Selectmen have contacted PSNH relative to the lighting program. Mr. Guerrette added that if the District realizes no savings from the program, PSNH will assume the costs.

Mr. Guerrette made a motion to reduce the FY11 recommended budget by \$28,000 for the GMS lighting upgrade.

Nick D'Alleva, 15 Cutler Road, seconded.

Mr. Miller commented that the program does not guarantee reduced electric rates. The District pays a percentage to PSNH to cover the cost of the lights. Mr. Miller indicated that the District goes out to bid for all utilities and agrees to contract with the lowest bidder. He added that if we agreed to contract with PSNH we could be locked into a higher rate than if we went out to bid. In addition, if we entered the lighting upgrade program with PSNH and did not buy our electricity from them, it would create a problem.

Mr. Guerrette indicated that most towns have the same issue. He commented that PSNH does guarantee savings and the program is successful.

The Moderator asked for further discussion. Hearing none, he repeated the main motion by Mr. Guerrette to amend the budget from \$20,531,871 to \$20,503,871.

The motion failed by voice vote.

There were no further amendments or discussion, **Article 1 stands as written.**

LB

Mr. Miller made a motion to restrict reconsideration of Article 1. Mr. Karl Franck seconded. The motion passed by voice vote.

The Moderator announced a short intermission for other business.

Mr. Miller thanked all in attendance and those at home who volunteer in the District. He announced that there are two open seats on the Board this year. Mrs. Jewett is not seeking re-election. Mr. Miller commented that Mrs. Jewett has been an educator for many years. Mrs. Jewett served on the Nashua School Board from 1961 to 1969. She served on the Litchfield School Board from 2004 to 2010. She was on the 275th Anniversary Committee, served on the Budget Committee and is a current Selectwoman. Mr. Miller presented Mrs. Jewett with an award on behalf of the Litchfield School District in honor of her years of service to the town and school district of Litchfield.

Mrs. Jewett thanked everyone for honoring her. She commented that it has been an interesting challenge to serve on the School Board and many other committees. She added that she has enjoyed her years of service.

Mr. Miller announced that Amanda Lecaroz, Director of Curriculum & Instruction, has accepted a position as the Assistant Superintendent in the Windham School District. He congratulated her on her achievement.

Mr. Miller announced that the Board met in non-public session on February 3 to discuss the status of the superintendent candidate search status. Originally, there were three candidates. Two have withdrawn their candidacy with one candidate remaining. After much discussion, the Board decided to postpone the search process. A major contributing factor to the Board's decision was the offer from Litchfield's current Superintendent, Dr. Cutler, to rescind her resignation due to life changes. Mr. Miller announced that Dr. Cutler will remain as Superintendent of the Litchfield School district for at least the next year.

Dr. Cutler addressed the audience expressing her gratitude for the outpouring of support she has received during this difficult time in her life. She spoke highly of the professionals and staff in the District and of the community at large. Dr. Cutler indicated that she was thankful to the School Board for the opportunity to continue to serve the District. She expressed thanks for the support and compassion of the community.

The Moderator closed the intermission. Mr. Regan read Article 2.

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

<i>Year</i>	<i>Estimated Increase</i>
<i>2009-2010</i>	<i>\$ 0.00</i>
<i>2010-2011</i>	<i>\$ 171,630.00</i>
<i>2011-2012</i>	<i>\$ 232,763.00</i>

and further to raise and appropriate the sum of One Hundred Seventy-One Thousand, Six Hundred Thirty dollars (\$171,630.00) for the 2010-2011 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Pursuant to RSA 273-A:12, VII, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.

This article was recommended by the School Board by a vote of 4-1-0, and by the Budget Committee by a vote of 7-0-0.

The proposed three-year teacher contract has been ratified by both the Litchfield School District and the Litchfield Education Association. The Budget Committee supports this warrant article.

This is a three-year contract starting with the current school year.

- *For the current school year there are no step increases or cost of living adjustment (COLA) increases.*
- *For 2010-2011:*
 - *there is no COLA,*
 - *69% of the teachers will get step increases of between 3%-4% depending on the numbers of years they have taught,*
 - *31% of the teachers at the top of their salary table in 2010 will receive a one-time salary adjustment of \$950.*
- *For 2011-2012:*
 - *salary schedules are increased by a 1% COLA,*
 - *65% of the teachers will get step increases of between 2.76% - 4.48% depending on their placement in the schedule,*
 - *35% of the teachers at the top of their salary table will receive a one-time salary adjustment of \$600. This payment is NOT in addition to the \$950 they may have received the previous year.*
- *The Evergreen Law will take effect. If a new contract is not reached for 2012-2013 school year, the salary schedules and step increases will remain in effect. Salaries for teachers at the top of the salary schedule will be frozen, but teachers not at the top will continue to receive step increases. COLA and top step adjustments are not part of the pay plan and would not extend beyond this contract. This is a change from the current process.*
- *Health care plans have been changed to a new pharmaceutical plan (\$10/\$20/\$45), which will result in a first year savings to the District of \$58,000. This savings is slightly offset by a \$5,000 prescription reimbursement account to be administered by the Litchfield Education Association.*
- *Language has been added to protect the District from the new NH Retirement 125% penalty on future retirement severance packages. Potential costs under 125 rules could run between \$0 and \$56,000 per teacher.*
- *There is no increase in costs for co-curricular stipends, athletic stipends, course reimbursement and teacher workshops.*
- *Work year reduced from 187 to 186 days.*

LB

Mr. Miller spoke to the article explaining that the contract is the result of a long negotiation process during which he and Mr. Boehm served on a negotiation committee. He noted that the Board's desire was to minimize the cost to the taxpayers, reduce health insurance costs to the District, and maintain competitive salaries to maintain teacher base. Several options were discussed. The end result was that salary schedules would be not be adjusted at all for the first year with no step increase; no adjustment to the schedules for the second year, but includes a step increase for those not on the top step, with a one-time \$950 payment for those at the top step; a 1% adjustment to the schedules for the third year, plus step increases that range from 2.76% to 4.48%, and a one-time payment of \$600 for those at the top step. The contract was ratified and contains no retroactive wages.

Mr. Miller further stated that there will be no increase in co-curricular and athletic stipends over the three years. Board members and the LEA will study the allocation of the stipends. The lower cost health plan reflects increased prescription copays. A \$5000 prescription reimbursement fund will be allocated, which the LEA will manage. Unused funds are not carried over to the following year and are retained by the district. There is no increase in the LEA member professional development dollars over the three years.

Mr. Miller indicated that the contract contains a clause that protects the District from the NH Retirement 125% rule that could require a penalty on some future retirement severance packages. Mr. Miller noted that the Evergreen Clause is in effect, which means that step increases will continue to be paid using the 2011-12 schedules if the approved agreement expires without a follow on agreement. COLA and top step payments are not part of the pay plan and would not go beyond the new contract date.

Mr. Miller noted that the net cost to the District for 2010-11 is \$171,630 with a \$58,000 savings in health insurance. The cost to the District for 2011-12 is \$232,763. The savings in health insurance will compound each year.

Mr. Schlichter spoke to the article. He commented that as a principal he does not participate in negotiations. He recognized both parties for their collaboration, noting they were cognizant of the economic situation. Mr. Schlichter believes that a modest contract is being presented and it sends a message to our teaching staff. He noted that the staff has done an outstanding job with our students as is indicative of the recent assessment scores. Mr. Schlichter commented that student achievement has been outstanding in Litchfield and our teachers foster a welcoming climate for our students. He also noted that there is a low teacher turnover in the District and it is important for our town to say thank you to our teachers.

Maureen Sherwin, 29 Century Lane, commented that GMS is a wonderful place to work. The teachers and administrative staff are excellent. She noted that irrespective of money, the children's education is her reward.

The Moderator opened the floor to discussion of the article.

There were no further amendments or discussion, **Article 2 stands as written.**

Mr. Regan read Article 3.

ARTICLE 3

Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

This article is recommended by the School Board by a vote of 4-1-0, and not recommended by the Budget Committee by a vote of 7-1-0.

Costs related to special education are often unanticipated. The current fund balance is approximately \$102,000, from which the district may need to cover some current year unexpected special education costs. This reserve fund can be used to offset the costs associated with unexpected special education expenses.

Mr. Miller spoke to the article. He indicated that the Board is not requesting an increase to next year's budget. We are requesting approval to add up to \$50,000 from any funds not spent by June 30, 2010 to the existing special education capital reserve fund. These funds may be used to cover any unanticipated educational costs for a special education student that is not included in the approved budget. Out-of-district placements can cost in excess of \$100,000. The current balance is \$102,000. Mr. Miller noted that there is no Board control over the amount to be transferred into the fund if the article is approved. Funds can be used to cover any unbudgeted costs for special education students. Mr. Miller explained that the District is required by law to pay for all special education costs, regardless if the article is approved. He noted that even if the special education budget were amended to zero, the District is still required by law to pay for all special education costs. Mr. Miller also pointed out that the proposed special education budget was reduced by over \$100,000 based on historical under spend as the Board returns any monies remaining at the end of every year.

The Moderator opened the floor for discussion.

William Barrett, 53 Pilgrim Drive, asked Budget Committee members why they did not recommend the article.

John Harte, Budget Committee Vice Chair, indicated that he voted not to recommend the article because there is currently \$102,000 in the reserve fund balance. He noted that there is a historic under spend in the account. Mr. Harte acknowledged that the Board informed the Budget Committee that this would be a difficult year for special education. However, the Budget Committee is certain that the reserve fund will meet their needs.

Sue Seabrook, 18 Bear Run Drive, asked for clarification that there would be a deficit at the end of the year.

Mr. Miller clarified that a student moved into the District and was identified as an out of district placement, which was an unanticipated cost to special education.

LB

Mrs. Seabrook queried if the reserve fund would be available at the end of the year. Mr. Miller indicated that if it is available the Board would decide on its use.

Mr. Spencer commented that the current shortfall in special education is \$32,000 because the District moved money to cover the cost of the out of district placement. He indicated that the general fund year end forecast is estimated at \$200,000, which should cover the cost.

Mr. Miller indicated that there is an over spend in the current special education budget and that the \$200,000 forecast is an estimate.

Mr. Spencer commented that when the Budget Committee reviewed the special education budget and the tuition aid account members were told that the deficit was only \$32,000 because money was moved to cover the cost of the over spend.

Mr. Miller indicated that the Budget Committee was not told there was a deficit, but that there was an over spend.

Robin Corbeil, 4 Nesmith Court, commented that she would rather have the money in the reserve fund in the event that an unanticipated event occurs. She indicated that, for example, a student could be severely injured and need special education services or a student(s) could move into town and require special education services. She commented that the District would have to find some way to pay for the services and with a lean budget, would have no way to do so.

Mr. Spencer clarified that everything shown indicates the reserve fund will not be expended. He noted that no one is suggesting that there not be a reserve fund. Mr. Spencer indicated that it is suggested that this is not the time to put money in the fund that will raise taxes.

Mr. Martin clarified that as of February 5 there is a \$54,000 over spend in special education out of district tuition. He explained that another student required services and money had to be transferred back to the special education services account. Mr. Martin indicated that he is estimating a year end balance of \$200,000, but there is no guarantee. There may be a chance the District will have to use the reserve fund as we cannot over spend appropriations approved by the voters.

Mr. Guerrette queried about deficit appropriations.

Mr. Martin indicated that in a situation where the District were to over spend appropriations, we could put a deficit appropriation on the ballot. He added that if Article 3 is not approved by the votes, the District would have to find the money in the budget to pay for the special education costs.

Mr. Harte made a motion to amend Article 3 to reflect that, "It is estimated that the June 30 unreserved fund balance will be \$200,000. If this article is approved, \$50,000 must be added to the existing Capital Reserve Fund which contains \$100,000, resulting in an appropriation which may impact the tax rate". Mr. Spencer seconded the motion.

Mr. Harte explained that the Budget Committee is asking for a clarification to the article so voters will understand that money will be taken out of the unreserved fund balance. He noted that it does change the intent of article, but merely clarifies the wording.

Mr. Gordon Graham, attorney for the Litchfield School District, clarified that special education funding is the most complicated school law. He indicated that there are many options available to the District. He confirmed that Mr. Martin was correct in his summation of a deficit appropriation. Mr. Graham indicated that there are other statutes that offer options, but would result in delays in the ways the District spends money in the future. He cautioned that a deficit appropriation would be an unwise option.

The Moderator asked for further discussion. Hearing none, he repeated the motion made by Mr. Harte to amend Article 3.

The motion failed by head count: 38 Yes, 41 No.

There were no further amendments or discussion, **Article 3 stands as written.**

Mr. Miller made a motion to restrict reconsideration on Article 3. Mary Prindle seconded. The motion passed by voice vote.

Mr. Regan read Article 4.

ARTICLE 4 (Petitioned Article)

Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?

Three-fifths (3/5) ballot vote required.

*Not Recommended by the School Board
(4-1-0)*

*Recommended by the Budget Committee
(5-3-0)*

Mr. Guerrette spoke to the article. He indicated approval of the article would make the default budget process the responsibility of the Budget Committee. He added that seven out of the eight Budget Committee members signed the petition. Mr. Guerrette commented that it is a way to provide a method of checks and balances.

Elizabeth Miller, 21 Bear Run Drive, asked Budget Committee members why they recommended the article.

Mr. Spencer indicated that Budget Committee members signed the petition, but did not originate the petition. The Budget Committee discussed the article, the amount of work it may generate, and the checks and balances it may create. He noted that some members voted not to support it and some voted to support the article. Mr. Spencer indicated that he would be willing to take on the responsibility if the article is approved by the voters.

LB

Phil Reed, 7 Forest Lane, questioned, with all due respect to the Budget Committee members, if they are really qualified to prepare a default budget for something as large and complicated as the school district budget? Mr. Reed indicated that he was more confident in the SAU Business Administrator's preparation of the default budget than with the wonderful people that serve on the Budget Committee.

Mr. Spencer commented that, with all due respect, the basic operating budget is much more complicated to prepare than the default. He noted that if charged with the task, the Budget Committee would be able to prepare the default.

Mr. Harte commented that he and Mr. Lemire voted against recommending the article. He noted that his signing the petition was based on the belief that it should at least be brought to the voters. Mr. Harte believes that although the law allows for this transition, the Budget Committee has more than enough to task with the district and town budgets. He indicated that there are people better equipped to prepare the default budget. While Mr. Harte agreed that the Budget Committee would be able to prepare the default, he indicated that it will add to the time and effort that they already spend on the operating budgets. He noted that this year the Budget Committee went into double session to produce a fiscally sound budget. Mr. Harte commented that this should be a shared responsibility.

Mr. Boehm commented that when Senate Bill 2 was first proposed, this was put in as a stop gap measure to protect towns and school districts from greatly exaggerating their default budgets. He affirmed that the default budget has not been exaggerated during his tenure on the School Board. He noted that the District operating budget was lower than the default budget prior to presentation to the Budget Committee. Mr. Boehm indicated that the Board removed items from the default budget that exceed what is required by law. He indicated that there is no need for this article as it creates more work for the Budget Committee and School Board alike.

Mr. Miller commented on the preparation of the default budget. He indicated that the creation criteria are based on RSA 40:13, IX, and is meant to be a "fallback" for the governing body should the operating budget fail. He explained that the default is not based on expenditures in the proposed budget. The default is calculated as the amount of the same appropriations as contained in the operating budget approved for the previous year; reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law; and reduced by one-time or non-recurring expenditures contained in the operating budget.

The default budget is not required or expected to always be less than the operating for the same year. The default is intended to provide the same level of services year over year should the proposed operating budget fail.

Mr. Miller further explained that since Litchfield adopted SB2, the default budget, in most years, has given the voters an option to restrict proposed spending increases. He noted that for 2010-11 it provides an option to fund the school district at a higher level than the proposed budget approved by the Budget Committee. Mr. Miller indicated that the 2010-11 default budget is \$131,399 less than the 2009-10 operating budget due to School Board reductions in staffing.

LP

Mr. Miller commented that his questions of the Budget Committee's ability in creating the default budget include the following:

Does the Budget Committee:

- Have the knowledge of the school budget details to create the default budget?
- Have the time to invest in creating the default budget?
- Have money in their budget for legal consultation for default budget preparation?

And finally,

- Can the School Board commit to provide the same level of service to the voters with a default budget created by the Budget Committee?

There were no further amendments or discussion, **Article 4 stands as written.**

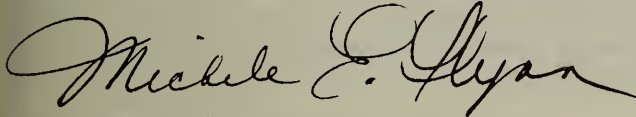
The Moderator thanked all who attended and accepted a motion to adjourn at 4:22 p.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the Litchfield School District Deliberative Session,

Prepared by:

Michele E. Flynn

Administrative Assistant to the Litchfield School Board



A true record of the

Litchfield School District Deliberative Session

Attest:



Lynn Baddeley

School District Clerk

Submitted: February 8, 2010



LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

TABLE OF CONTENTS

	<u>PAGES</u>
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	2 - 16
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements:	
A Statement of Net Assets.....	17
B Statement of Activities	18
Fund Financial Statements:	
Governmental Funds	
C-1 Balance Sheet.....	19
C-2 Reconciliation of Total Governmental Fund Balances to the Statement of Net Assets	20
C-3 Statement of Revenues, Expenditures, and Changes in Fund Balances.....	21
C-4 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	22
Fiduciary Funds	
D Statement of Fiduciary Net Assets.....	23
NOTES TO THE BASIC FINANCIAL STATEMENTS	24 - 33
REQUIRED SUPPLEMENTARY INFORMATION	
E-1 Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Non-GAAP Budgetary Basis) - General Fund	34
E-2 Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (GAAP Basis) - Grants Fund.....	35
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION	36 - 37
COMBINING AND INDIVIDUAL FUND SCHEDULES	
GOVERNMENTAL FUNDS	
Major General Fund	
1 Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)	38
2 Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis).....	39
3 Schedule of Changes in Unreserved - Undesignated Fund Balance (Non-GAAP Budgetary Basis).....	40
Nonmajor Governmental Funds	
4 Combining Balance Sheet	41
5 Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	42
FIDUCIARY FUNDS	
Agency Funds	
6 Combining Schedule of Changes in Student Activities Funds.....	43

**LITCHFIELD SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009**

TABLE OF CONTENTS

	<u>PAGES</u>
SINGLE AUDIT ACT SCHEDULES AND INDEPENDENT AUDITOR'S REPORTS	
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.....	44 - 45
REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133.....	46 - 47
I Schedule of Findings and Questioned Costs.....	48
II Schedule of Expenditures of Federal Awards.....	49
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	50



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

INDEPENDENT AUDITOR'S REPORT

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District as of and for the year ended June 30, 2009, which collectively comprise the Litchfield School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Litchfield School District as of June 30, 2009, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report January 15, 2010 on our consideration of the School District's internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison information are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Litchfield School District's basic financial statements. The combining and individual fund schedules are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of the Litchfield School District. The combining and individual fund financial schedules and the schedule of expenditures of federal awards have been subjected to the auditing procedures applied in the audit of the basic financial statements, and in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

January 15, 2010

Negoy A. Callery, CPA

PLODZIK & SANDERSON
Professional Association

LITCHFIELD SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit (SAU) #27, as management of the Litchfield School District (the District), offer readers of the District's annual financial statements this narrative discussion and analysis of the financial activities of the District for the fiscal year which ended June 30, 2009. The District has prepared this discussion and analysis to encourage readers to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

FINANCIAL HIGHLIGHTS

- The District's total net assets for the year ending June 30, 2009, were \$8,093,919. Net assets increased by \$257,310 between July 1, 2008 total and June 30, 2009. The District's total net assets consisted of \$8,055,132 in capital assets net of debt and an unrestricted net asset balance of \$38,787.
- The District's long-term bonds for Campbell High School as of June 30, 2009 total \$4,485,000. These liabilities are reflected as a reduction in net assets.
- The District did not initiate any new construction projects nor issue any bonds in fiscal year 2009.
- During the year, the District's General Fund budgetary expenditures of \$18,363,109 were \$516,345 less than the final adjusted budget, and the General Fund budgetary revenues of \$18,468,130 were \$56,212 higher than the final adjusted budget. Revenues consist of: charges for services; operating grants and contributions; and general revenues (which consist of local and state property tax assessments, state and federal grants, and contributions not restricted to purpose).
- At the end of the current fiscal year, the unreserved, undesignated fund balance for the General Fund was \$522,557, or 2.85% of total General Fund expenditures, up 11.8% from the prior year. Major contributing factors to this fund balance were: \$56,212 in excess revenues which must be returned to the year-end fund balance; an under spend in Special Education student specific budget accounts of approximately \$230,000 as these anticipated expenses which were budgeted for specific students were not required; an under spend in self-funded programs of \$50,171; and a \$56,000 under spend in the vocational education program contributed due to fewer students attending the regional technology centers. Year-end spending restraints implemented by the Superintendent in order to return a higher year-end fund balance to help reduce taxes were also a major contributor.
- The School District accepted impact fees in the amount of \$31,877 from the Town of Litchfield which were used to offset architectural and engineering costs relative to the consideration of a new elementary school building.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

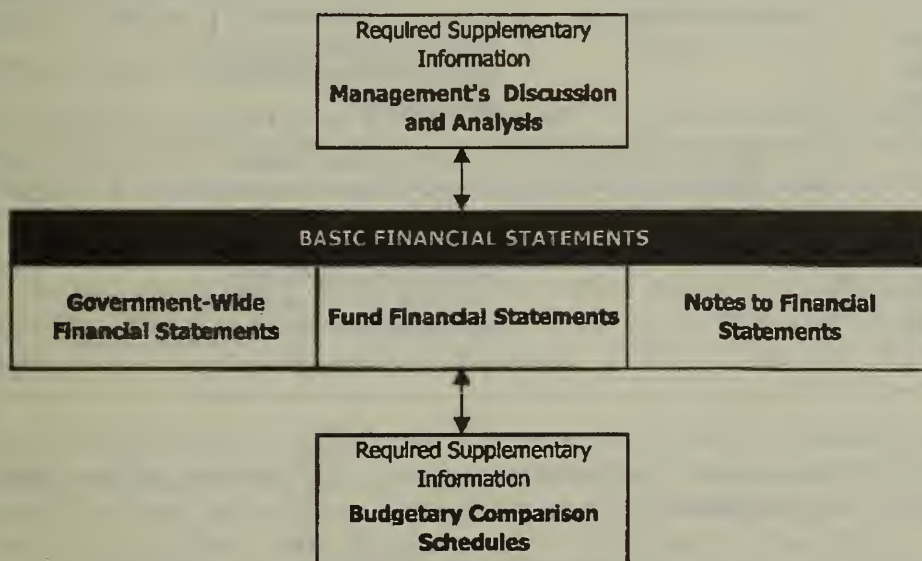
OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the District's annual financial report, which consists of basic financial statements, notes to the financial statements, and related financial information. Our annual financial report consists of five elements: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, 4) required supplementary information, and 5) this discussion and analysis. This report also contains other supplementary information in addition to the basic financial statements themselves.

The basic financial statements include two kinds of statements that present different views of the District based upon measurement focus and basis of accounting.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements. The governmental funds statements tell how the District's services were financed in the short term as well as what remains for future spending. Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others, to whom the resources belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The following exhibit shows how the required parts of this annual report are arranged and related to one another.



**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30 2009**

The following exhibit summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain.

	Government-Wide	Fund Statements	
		Governmental	Fiduciary
SCOPE	Entire District government (except fiduciary funds)	All activities of the District that are not proprietary or fiduciary	Instances in which the District is the trustee or agent for someone else's resources
REQUIRED FINANCIAL STATEMENTS	Statement of Net Assets	Balance Sheet	Statement of Fiduciary Assets
	Statement of Activities	Statement of Revenues, Expenditures and Changes in Fund Balances	Statement of Changes in Fiduciary Net Assets (not required for agency funds)
ACCOUNTING BASIS	Accrual	Modified Accrual	Accrual
MEASUREMENT FOCUS	Economic Resources	Current Financial Resources	Economic Resources
TYPE OF INFORMATION ASSETS AND LIABILITIES	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both short-term and long-term
TYPE OF INFORMATION REVENUES, EXPENSES, AND EXPENDITURES	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

Government-wide Financial Statements

The Government-wide Financial Statements show functions of the District that are principally supported by property taxes and intergovernmental revenues as "Governmental Activities." These functions are accounted for in the General Fund, Food Service Fund, Grants Fund, and the Expendable Trust Fund. Intergovernmental revenues include local, state and federal monies. The governmental activities of the District include instruction, support services, operation and maintenance of plant, student transportation and operation of non-instructional services. Taxes and intergovernmental revenues also support fixed assets and related debt.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund definitions are part of a state mandated uniform accounting system and chart of accounts for all New Hampshire School Districts. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

All of the funds of the District can be divided into two categories: governmental funds and fiduciary funds. General Fund, Food Service Fund, Grants Fund and the Expendable Trust Fund are consolidated as Governmental Funds. Both the General Fund and Grants Fund expenditures are compared to budget in the Budgetary Comparison Schedules. Non-major funds include Food Service and the Expendable Trust Funds. All Food Service revenues are expended on program operations and the Grants Fund revenues are spent mainly on instruction. Fiduciary Funds are agency funds established to account for monies belonging to student groups, and are shown on a separate schedule.

Notes To The Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net assets may serve, over time, as a useful indicator of a government's financial position. The largest portion of the District's net assets reflects its investment in capital assets (e.g., land, buildings and improvements, and machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets, and the depreciation of capital assets. Summaries of the capital assets, depreciation and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention thus the depreciated value of a District asset, as reflected in these reports, does not reflect an asset's useful, market or replacement value.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

Net Assets for the period ending June 30, 2009

Total net assets at year end were \$7,836,609, an increase of \$24,087 or 0.31% over the prior year.

Net Assets	2009	2008	Variance
Current-Assets	1,377,299	1,801,431	-23.54%
Non-current Assets	12,540,132	12,516,704	0.19%
Total Assets	13,917,431	14,318,135	-2.80%
Current Liabilities	628,740	615,546	2.14%
Non-current Liabilities	5,194,772	5,865,980	-11.44%
Total Liabilities	5,823,512	6,481,526	-10.15%
Investment in capital assets (net of debt)			
Restricted net assets	8,055,132	7,231,704	11.39%
Unrestricted net assets	38,787	604,905	-93.59%
Total Net Assets	8,093,919	7,836,609	3.28%

Change in Net Assets

The District's total revenues were \$19,765,992; total expenses were \$19,508,682; resulting in an increase of \$257,310 in net assets. This year, 93.5% of the District's revenues came from the local tax assessment and the State of New Hampshire, an increase of 0.71% from last year. The State of New Hampshire's sources include the locally raised state property tax, federal aid received through the state, and the various state aid programs.

The District's expenditures continue to be largely for instruction and support services (94.6%). Depreciation expense of \$474,324 was 2.6% of total expenses.

The following Statement of Activities provides a more detailed breakdown of revenues and expenses.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

Statement of Activities	2009	% of Total	2008	% of Total	% Variance
Revenues:					
Program revenues:					
Charges for services	577,916	2.9%	574,599	3.1%	0.58%
Operating grants	1,053,373	5.3%	949,082	5.2%	10.99%
Capital grants	289,882	1.5%	340,666	1.9%	-14.91%
General revenues:					
School district assessment	9,870,148	49.9%	8,534,730	46.5%	15.65%
Unrestricted grants	7,955,508	40.2%	7,890,489	43.0%	0.82%
Miscellaneous	19,165	0.1%	80,127	0.4%	-76.08%
Total revenues	\$19,765,992	100%	\$18,369,693	100%	7.60%
Program Expenses:					
Instruction	11,458,942	58.7%	10,773,118	58.7%	6.37%
Support services:					
Student	1,505,456	7.7%	1,182,598	6.4%	27.30%
Instructional staff	555,270	2.8%	495,613	2.7%	12.04%
General administration	104,764	0.5%	109,877	0.6%	-4.65%
Executive administration	471,481	2.4%	443,666	2.4%	6.27%
School administration	1,116,256	5.7%	1,074,501	5.9%	3.89%
Business	347,284	1.8%	389,956	2.1%	-10.94%
Operation and maintenance of plant	1,934,745	9.9%	1,815,897	9.9%	6.54%
Student transportation	667,012	3.4%	616,975	3.4%	8.11%
Other	402,990	2.1%	438,593	2.4%	-8.12%
Non-instructional services	578,510	3.0%	559,751	3.1%	3.35%
Interest on long-term debt	261,600	1.3%	298,795	1.6%	-12.45%
Facilities acquisition and construction	104,372	0.5%	146,266	0.8%	-28.64%
Total governmental activities	\$19,508,682	100%	\$18,345,606	100%	6.34%
Change in net assets	\$257,310		\$24,087		968.25%
Beginning net assets	\$7,836,809		\$7,812,522		0.31%
Ending net assets	\$8,093,919		\$7,836,609		3.28%

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

Revenues

School district assessment was 49.9% of total revenues for the fiscal year ended June 30, 2009, an increase of 3.4% from the prior year.

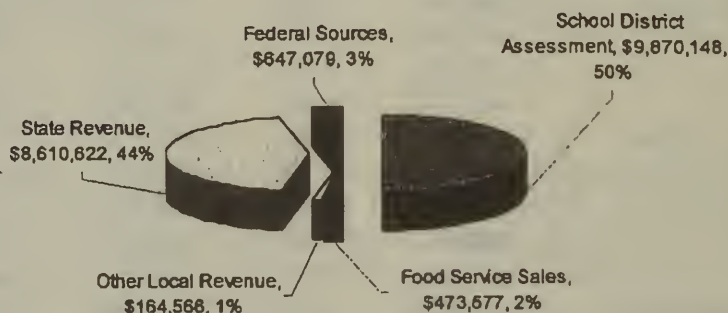
State of New Hampshire source intergovernmental revenues were 43.6% of total revenues for the fiscal year ended June 30, 2009, a decrease of 2.7% from the prior year.

Federal revenues were 3.3% of total revenues for the fiscal year ended June 30, 2009, the same percentage as the prior year.

Summary of Revenues

The biggest share, \$18,480,770 (93.5%), of revenue was derived from local appropriations and intergovernmental sources (State of NH). The state property tax is included as part of intergovernmental revenue even though it is raised locally. This revenue statement includes all revenues from local, state and federal sources.

School District Total Revenues 2008 - 2009



Expenses

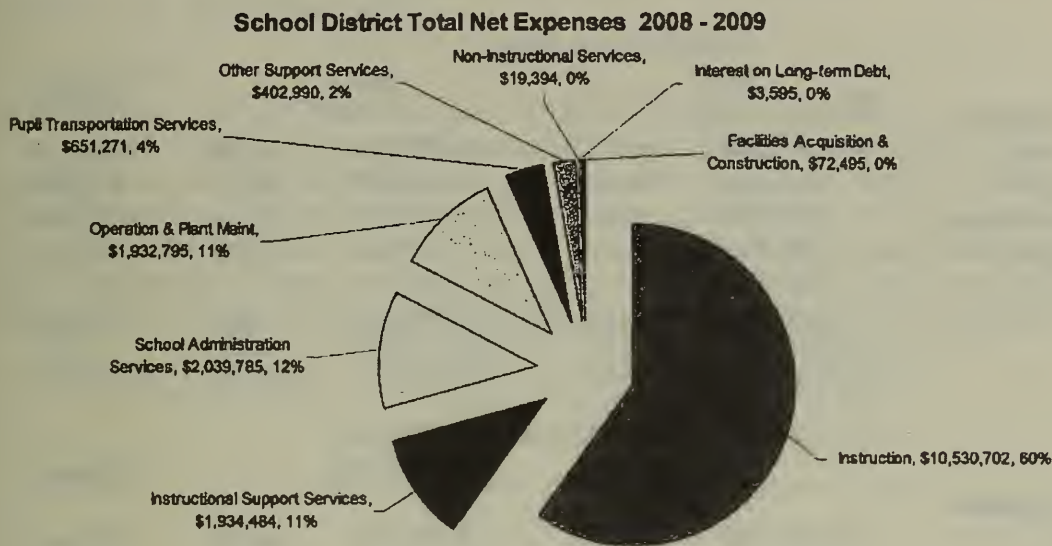
Expenses are reported on an accrual accounting basis. Amounts over or under the prior year expense amounts for the District in area's easily compared are as follows:

- Instruction expenses were 59.9% of total net expenses for the fiscal year ended June 30, 2009, an increase of 0.4% from the prior year.
- Total Support service expenses were 39.7% of total net expenses for the fiscal year ended June 30, 2009, a decrease of 0.2% from the prior year.

Summary of Net Expenses

The Litchfield School District used its budgetary resources as depicted in the chart below. 70.9% of all expenses were on instruction and instructional support. Most federal revenue was again expended on special needs instruction and support, teacher professional development, and instructional equipment. This expense statement includes expenses paid from local, state and federal appropriations. For purposes of this accrual reporting, the State Building Aid revenues of \$258,005 were applied as an offset to the interest on long-term debt.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**



Highlighted changes in total net expenses include:

- An increase in Instruction spending of \$721,447 or 7.4% over the prior year
- An increase in Student Support Services of \$197,116 or 16.7% over the prior year
- An increase in Instructional Staff Support Services of \$59,157 or 11.9% over the prior year
- An increase in Executive Administration of \$27,815 or 6.3% over the prior year
- An increase in School Administration of \$41,755 or 38.9% over the prior year
- A decrease in Business Support Services of \$42,672 or (10.9) % over the prior year due primarily to the savings from the new finance and HR software system.
- An increase in Operation & Plant Maintenance spending of \$116,898 or 6.4% over the prior year
- An increase in Student Transportation of \$43,706 or 7.2% over the prior year
- A decrease in Facilities Acquisition and Construction of \$17,806 or (19.7) % over the prior year.

Governmental Activities

The following exhibit presents the net cost of the District's largest functions based upon the total expense, less charges for services and operating grants and contributions, of each function. The net cost reflects the amount that was funded by general revenues (principally the school district assessment which is derived by local and statewide property taxes and general state aid).

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

TOTAL AND NET COST OF SERVICES

	Total Cost of Services				Variance
	2009		2008		
Functions / Programs					
Instruction	11,458,942	58.7%	10,773,118	58.7%	685,824
Support services	7,105,258	36.4%	6,567,676	35.8%	537,582
Food service program	578,510	3.0%	559,751	3.1%	18,759
Facilities acquisition	104,372	0.5%	146,266	0.8%	(41,894)
Unallocated					
Interest	261,600	1.3%	298,795	1.6%	(37,195)
	<u>\$ 19,508,682</u>	<u>100%</u>	<u>\$ 18,345,606</u>	<u>100%</u>	<u>1,163,076</u>

	Net Cost of Services				Variance
	2009		2008		
Functions / Programs					
Instruction	\$ 10,530,702	59.9%	\$ 9,809,255	59.5%	721,447
Support services	6,961,325	39.6%	6,558,266	39.8%	403,059
Food service program	19,394	0.1%	9,343	0.1%	10,051
Facilities acquisition	72,495	0.4%	90,301	0.5%	(17,806)
Unallocated					
Interest	3,595	0.0%	14,094	0.1%	(10,499)
	<u>\$ 17,587,511</u>	<u>100%</u>	<u>\$ 16,481,259</u>	<u>100%</u>	<u>1,106,252</u>

The total cost of all governmental activities this year was \$19,508,682; the total net cost was \$17,587,511. The primary financing for these activities of the District was as follows:

Property taxes

- The amount that was paid by taxpayers through property taxes was \$11,765,346; which consisted of \$9,870,148 paid in the form of local property taxes and \$1,895,198 paid in the form of property taxes under the State of New Hampshire state-wide education tax system raised locally for the annual school district assessment.
- An additional amount of \$6,060,310 was received from the State of New Hampshire under the "adequacy grant" provisions of the State's educational funding system, which in addition to other State funding sources includes statewide property taxes collected from other local governments.

Charges for Services

- Tuition and self-funded program revenues were received in the amount of \$95,804.
- Total food service revenues of \$559,560 consisted of food service sales and local miscellaneous revenues in the amount of \$473,453 and federal and state food nutrition program operating contributions (free and reduced lunch reimbursements and commodities) of \$86,107.

Operating Grants and Contributions

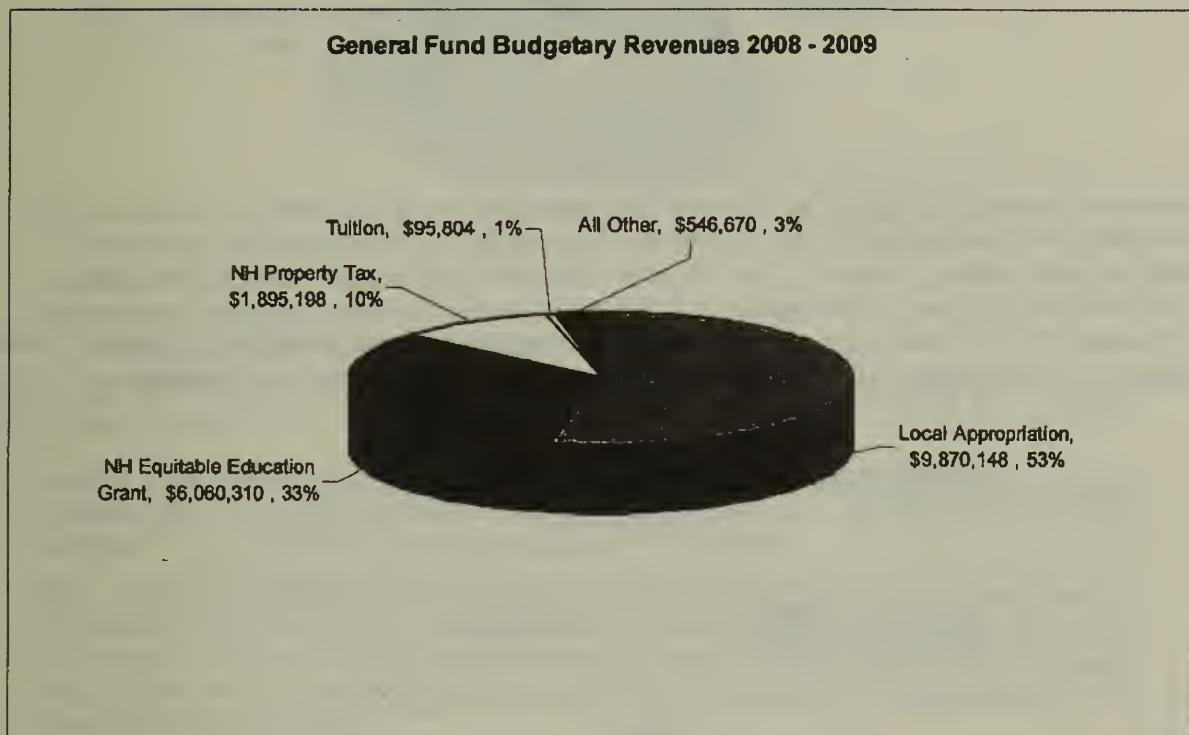
- Federal grants for instruction were received in the amount of \$462,250 with local and state grants of \$26,187.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

INDIVIDUAL FUND ANALYSIS

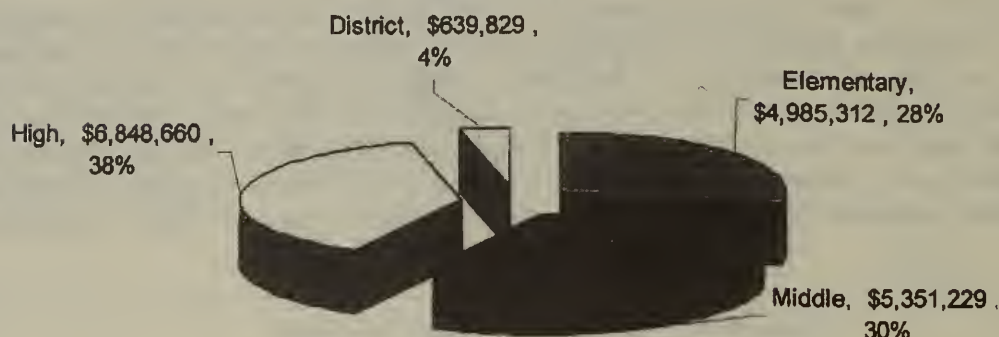
General Fund

The General Fund is what most people think of as "the budget" since it is the focal point of the Annual Deliberative Session and largely supported by locally raised taxes. The local appropriation and the state property tax are raised locally and make up 63.7% of general fund revenues. Together, the revenues raised locally and the state adequacy grant comprises 96.5% of the District's General Fund Budgetary Revenues. Also depicted below are expenditures and percentages by grade level and district wide including all facilities acquisition and construction expenditures but excluding debt service and interfund transfers.



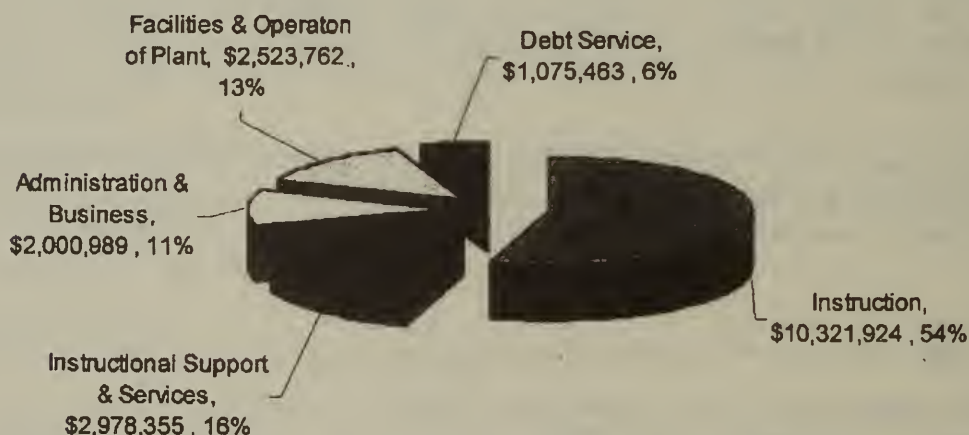
**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

**General Fund Budgetary Expenditures by Grade Level
2008 - 2009**



Instruction makes up 54.6% of all general fund expenditures, a decrease of 0.1% over the prior year, while Instructional Support and Services, including transportation, operation of plant, and administration make up 39.7% of all General Fund expenditures, an increase of 0.7% over the prior year. The remaining 5.7% includes debt service – principal and interest, a decrease of 0.7% from the prior year. The following charts provide a more detailed depiction of the makeup and proportions of the expenditures in these broad categories.

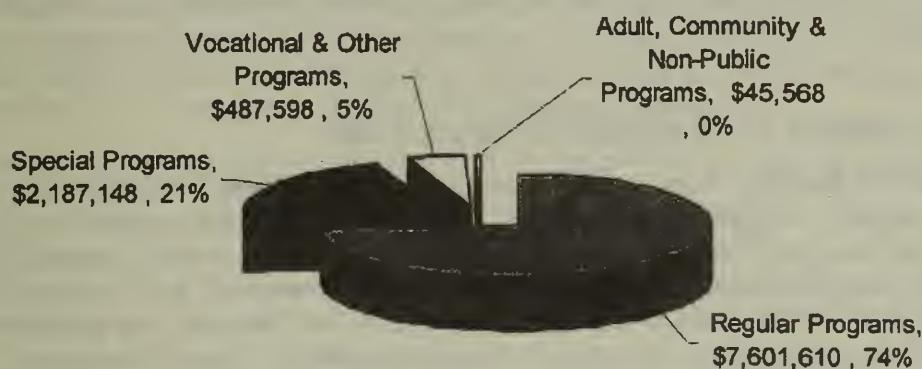
**General Fund Budgetary Expenditures by Functions
2008 - 2009**



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009

This chart examines how the direct instructional expenditures are allocated to the various programs.

**General Fund Budgetary Expenditures for Instruction
2008 - 2009**



SUMMARY OF FEDERAL SUPPORT OF THE DISTRICT

During fiscal year 2009, Litchfield School District applied for and received the following significant federal grants:

- Special Education Individuals with Disabilities Education Improvement Act (IDEA) revenues for the current period were \$290,141. These grants funded special needs services and supplies for students throughout the District.
- Title I, Student Achievement and School Accountability Programs was awarded for the current period in the amount of \$98,428. These grants funded the services of an after school program for high school at-risk students, a part-time reading specialist and a math tutor for middle school students, and professional development in the areas of reading and math.
- Title IIA, Improving Teacher Quality State Grants was awarded for the current period in the amount of \$40,595. This grant funded teacher professional development and a new teacher mentoring program.
- Title IID, Education Technology State Grants was awarded for the current period in the amount of \$6,791. These grants funded technology equipment and professional development.
- Title IV, Safe and Drug Free Schools was awarded for the current period in the amount of \$12,308. These grants funded staff training and supplies and safe school student activities.
- A Preschool Grant was awarded for the current period in the amount of \$3,475. The grant was used to provide supplies to support special needs students.
- U. S. Department of Agriculture National School Lunch Program revenues for the current period was \$80,968. These revenues were used to offset the expenses of the school lunch program.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

CAPITAL RESERVE FUND

Expendable capital reserve funds (established by voters at an annual school district meeting as trust funds in accordance with statutory requirements) are classified as special revenue funds for the basic financial statements. The District's Special Education capital reserve fund and the School Capital Improvement capital reserve fund balances increased \$1125.64 during the year from \$104,203.24 at June 30, 2008, to \$104,328.88 at June 30, 2009. In accordance with statutory requirements, they are held in custody by the Trustees of Trust Funds of the Town of Litchfield and are only released for the restricted specific purposes of the individual funds.

COMMENTS ON GENERAL FUND BUDGET COMPARISONS

- The beginning General Fund equity was \$1,067,819. General Fund revenues, consisting largely of local taxes and state aid, were \$18,717,871. General Fund expenditures, including fund transfers, were \$19,177,511. The ending fund equity for the District was \$635,456, of which \$522,557 is an unreserved fund balance, an increase of \$55,021 from the prior year's unreserved fund balance. The unreserved fund balance is used to lower the amount of money raised by property taxes.
- General Fund actual revenues were greater than the final adjusted budgeted revenues by \$56,212.
- During the year, the School Board increased its General Fund authorized spending \$31,877 above the appropriated budget as a result of RSA 198:20(b) hearings to accept unanticipated Town of Litchfield impact fee funds made available during the year.
- General Fund expenditures were less than the revised authorized spending by \$516,345. These variances are absorbed in the General Fund ending balance. Significant contributors to the under spend in the general fund budget were:
 - Special Education out-of-district tuition, transportation and student support services were under spent by approximately \$230,000. Services that were budgeted for specific students were not required.
 - Vocational Education tuition was under spent by \$56,000 due to fewer students attending Regional Technology Centers.
 - Self-funded programs, which do not impact the local property tax rate, were under spent by \$50,171.
 - Year-end spending restraints implemented by the Superintendent to help reduce the local property tax rate also contributed to the under spend.

We are constantly making changes to our budget planning processes to improve the accuracy of our budget assessments and reduce the size and frequency of future budget variances. Since it is not possible to know in advance all of the circumstances that might create budget variances, we will continue to estimate future costs based on our experience, judgment, and actual expenditure data.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

On June 30, 2009, the District reported capital assets of \$12,540,132 (net of accumulated depreciation), which consist of a broad range of capital assets, including land, buildings & improvements, and machinery and equipment.

There were no additions of land assets during the year. Capital asset additions in 2009 included major building and site improvements, a replacement boiler and a fire system upgrade to Griffin Memorial School, and building renovation, new fencing and track repairs at Campbell High School. The District also annually invests in new furnishings, computers and peripherals, printed media and other equipment, as needed.

Governmental Activities	2009	2008	% Variance
Land & Improvements	460,792	460,792	0.00%
Buildings & Improvements	18,333,311	17,816,145	2.90%
Vehicles	14,000	14,000	0.00%
Furniture & Equipment	105,942	105,942	0.00%
Work In Progress			
Totals at Historical Cost	18,914,045	18,396,879	2.81%
Total Accumulated Depreciation	6,373,913	5,880,175	8.40%
NET CAPITAL ASSETS	12,540,132	12,516,704	0.19%

Long-Term Liabilities

On June 30, 2009, the District had \$4,485,000 of outstanding long-term debt, \$597,872 in compensated absences payable, and \$20,185 in capital leases payable long term liabilities.

Governmental Activities	2009	2008	% Variance
General Obligation Bonds	4,485,000	5,285,000	-15.14%
Compensated Absences	597,872	580,980	2.91%
Capital Leases Payable	20,185	0	-
TOTAL LONG-TERM DEBT	5,105,066	5,867,988	-13.00%

This year the District implemented the provisions of the Governmental Accounting Standards Board Statement 45 (GASB-45) *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (OPEB)*, which requires that the long-term cost of retiree health care and obligations for other OPEB benefits be determined on an actuarial basis and reported in the District's annual financial report. The District does not explicitly subsidize health care benefits of its retirees. All retirees pay 100% of their benefit costs. However, the State of New Hampshire requires that the District include its retirees in the same insurance pool as active employees which may result in an implicit cost to the District as the rates the District pays for its active employees may be higher due to this pooling. This higher rate cost to the District creates a GASB-45 liability to the District. The District has historically funded these higher OPEB costs on a pay-as-you-go basis.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2009**

For the fiscal year ending June 30, 2009, the annual required contribution to cover OPEB obligations was \$136,340 which was offset by District pay-as-you-go contributions of \$44,625 leaving a net OPEB obligation of \$91,715. As of June 30, 2009, the date of the most recent actuarial valuation, the actuarial accrued liability for these OPEB benefits was \$1,003,009 with no actuarial value of assets, resulting in an unfunded actuarial accrued liability of \$1,003,009.

FUTURE BUDGETARY IMPLICATIONS

In New Hampshire, the public school fiscal year is July 1 to June 30; other programs, i.e., some federal budgets, operate on a different fiscal calendar, but are reflected in the District overall budget as they impact on the District.

The beginning General Fund unreserved equity for the 2009-2010 fiscal year is \$522,557.

The significant activities or events which will have an impact on future district finances include:

1. The Litchfield School Board and the Litchfield Educational Association (teachers) remain in negotiations due to the failure of voters' to approve the previously ratified contract in March 2009. An article to be placed on the 2010 School District Ballot for voter approval is anticipated, and
2. The State of New Hampshire voted to change its adequate education aid funding formula for calculating its required contribution to school districts to be effective in the 2011-2012 year. Unless this new formula is changed, Litchfield is expected to lose almost \$2 million in state funding which will have a significant impact on the town's ability to fund its educational programs, and
3. The District has temporarily suspended its study of our school building needs. It is expected that this issue will be readdressed in the future.

Questions regarding this report should be directed to Elaine Cutler, Ed. D., Superintendent of Schools, or to Mr. Stephen F. Martin, Business Administrator, at (603-578-3570), or by mail at:

Litchfield School District
SAU #27
1 Highlander Court
Litchfield, NH 03052

BASIC FINANCIAL STATEMENTS

EXHIBIT A
LITCHFIELD SCHOOL DISTRICT
Statement of Net Assets
June 30, 2009

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 1,085,576
Intergovernmental receivable	285,764
Other receivables	5,959
Capital assets, not being depreciated:	
Land	460,792
Capital assets, net of applicable accumulated depreciation:	
Buildings and building improvements	12,019,807
Machinery and equipment	59,533
Total assets	<u>13,917,431</u>
LIABILITIES	
Accounts payable	429,735
Accrued payroll and benefits	55,922
Accrued interest payable	100,913
Unearned revenue	42,170
Noncurrent obligations:	
Due within one year:	
Bond	800,000
Capital lease	4,033
Compensated absences	1,921
Due in more than one year:	
Bond	3,685,000
Capital lease	16,152
Compensated absences	595,951
Other postemployment benefits	91,715
Total liabilities	<u>5,823,512</u>
NET ASSETS	
Invested in capital assets, net of related debt	8,055,132
Unrestricted	38,787
Total net assets	<u>\$ 8,093,919</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT B
LITCHFIELD SCHOOL DISTRICT
Statement of Activities
For the Fiscal Year Ended June 30, 2009

	Expenses	Program Revenues			Net (Expense) Revenue and Change In Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Instruction	\$ 11,458,942	\$ 95,804	\$ 832,436	\$ -	\$ (10,530,702)
Support services:					
Student	1,505,456	-	125,742	-	(1,379,714)
Instructional staff	555,270	-	500	-	(554,770)
General administration	104,764	-	-	-	(104,764)
Executive administration	471,481	-	-	-	(471,481)
School administration	1,116,256	-	-	-	(1,116,256)
Business	347,284	-	-	-	(347,284)
Operation and maintenance of plant	1,934,745	1,950	-	-	(1,932,795)
Student transportation	667,012	7,152	8,589	-	(651,271)
Other	402,990	-	-	-	(402,990)
Non-instructional services	578,510	473,010	86,106	-	(19,394)
Interest on long-term debt	261,600	-	-	258,005	(3,595)
Facilities acquisition and construction	104,372	-	-	31,877	(72,495)
Total governmental activities	<u>\$ 19,508,682</u>	<u>\$ 577,916</u>	<u>\$ 1,053,373</u>	<u>\$ 289,882</u>	<u>(17,587,511)</u>
General revenues:					
School district assessment					9,870,148
Grants and contributions not restricted to specific programs					7,955,508
Miscellaneous					19,165
Total general revenues					<u>17,844,821</u>
Change in net assets					257,310
Net assets, beginning					<u>7,836,609</u>
Net assets, ending					<u>\$ 8,093,919</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-1
LITCHFIELD SCHOOL DISTRICT
Governmental Funds
Balance Sheet
June 30, 2009

	General Fund	Grants Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 979,107	\$ -	\$ 106,469	\$ 1,085,576
Receivables:				
Accounts	2,341	-	3,618	5,959
Intergovernmental	-	176,186	109,578	285,764
Interfund receivable	140,007	-	-	140,007
Total assets	<u>\$ 1,121,455</u>	<u>\$ 176,186</u>	<u>\$ 219,665</u>	<u>\$ 1,517,306</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 55,574	\$ 348	\$ -	\$ 55,922
Accrued payroll and benefits	429,735	-	-	429,735
Interfund payable	-	140,007	-	140,007
Deferred revenue	690	35,831	5,649	42,170
Total liabilities	<u>485,999</u>	<u>176,186</u>	<u>5,649</u>	<u>667,834</u>
Fund balances:				
Reserved for encumbrances	62,899	-	-	62,899
Reserved for special purposes	50,000	-	-	50,000
Unreserved, undesignated, reported in:				
General fund	522,557	-	-	522,557
Special revenue funds	-	-	214,016	214,016
Total fund balances	<u>635,456</u>	<u>-</u>	<u>214,016</u>	<u>849,472</u>
Total liabilities and fund balances	<u>\$ 1,121,455</u>	<u>\$ 176,186</u>	<u>\$ 219,665</u>	<u>\$ 1,517,306</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-2
LITCHFIELD SCHOOL DISTRICT
Reconciliation of Total Governmental Fund Balances to the Statement of Net Assets
June 30, 2009

			\$ 849,472
Amounts reported for governmental activities in the statement of net assets are different because:			
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.			
	Cost	\$ 18,914,045	
	Less accumulated depreciation	<u>(6,373,913)</u>	
			12,540,132
Interfund receivables and payables between governmental funds are eliminated on the statement of net assets.			
	Receivables	\$ (140,007)	
	Payables	<u>140,007</u>	
Interest on long-term debt is not accrued in governmental funds.			
	Accrued interest payable		(100,913)
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the funds.			
	Bond	\$ (4,485,000)	
	Capital lease	(20,185)	
	Compensated absences	(597,872)	
	OPEB	<u>(91,715)</u>	
			(5,194,772)
Net assets of governmental activities (Exhibit A)			<u><u>\$ 8,093,919</u></u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-3
LITCHFIELD SCHOOL DISTRICT
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2009

	General Fund	Grants Fund	Other Governmental Funds	Total Governmental Funds
Revenues:				
School district assessment	\$ 9,870,148	\$ -	\$ -	\$ 9,870,148
Other local	155,379	9,187	473,577	638,143
State	8,588,484	17,000	5,138	8,610,622
Federal	103,860	462,250	80,969	647,079
Total revenues	<u>18,717,871</u>	<u>488,437</u>	<u>559,684</u>	<u>19,765,992</u>
Expenditures:				
Current:				
Instruction	10,557,834	353,604	-	10,911,438
Support services:				
Student	1,376,804	125,743	-	1,502,547
Instructional staff	553,146	500	-	553,646
General administration	100,706	-	-	100,706
Executive administration	455,780	-	-	455,780
School administration	1,102,009	-	-	1,102,009
Business	342,494	-	-	342,494
Operation and maintenance of plant	1,929,501	-	-	1,929,501
Student transportation	658,422	8,590	-	667,012
Other	403,814	-	-	403,814
Non-instructional services	-	-	578,51	578,510
Debt service:				
Principal	800,000	-	-	800,000
Interest	275,463	-	-	275,463
	<u>621,538</u>			<u>621,538</u>
	<u>19,177,511</u>	<u>488,437</u>	<u>578,510</u>	<u>20,244,458</u>
Deficiency of revenues under expenditures	<u>(459,640)</u>	<u>-</u>	<u>(18,826)</u>	<u>(478,466)</u>
Other financing uses:				
Capital lease inception	<u>27,277</u>			<u>27,277</u>
Net change in fund balances	(432,363)		(18,826)	(451,189)
Fund balances, beginning	1,067,819		232,842	1,300,661
Fund balances, ending	<u>\$ 635,456</u>	<u>\$ -</u>	<u>\$ 214,016</u>	<u>\$ 849,472</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-4
LITCHFIELD SCHOOL DISTRICT
*Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2009*

Net change in fund balances of total governmental funds (Exhibit C-3)			\$ (451,189)
Amounts reported for governmental activities in the statement of activities are different because:			
Governmental funds report capital outlays as expenditures. In the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capitalized capital outlay exceeded depreciation expense in the current period.			
Capitalized capital outlay	\$ 517,166		
Depreciation expense	<u>(493,738)</u>		
		23,428	
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets.			
Inception of capital lease	\$ (27,277)		
Principal repayment of bond	800,000		
Principal repayment of capital lease	<u>7,092</u>		
		779,815	
Some expenses reported in the statement of activities do not require the use of current financial resources, and therefore, are not reported as expenditures in governmental funds.			
Decrease in accrued interest expense	\$ 13,863		
Increase in compensated absences payable	(16,892)		
Increase in OPEB liability	<u>(91,715)</u>		
		(94,744)	
Change in net assets of governmental activities (Exhibit B)			<u><u>\$ 257,310</u></u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT D
LITCHFIELD SCHOOL DISTRICT
Fiduciary Funds
Statement of Fiduciary Net Assets
For the Fiscal Year Ended June 30, 2009

	<u>Agency</u>
ASSETS	
Cash and cash equivalents	\$ 123,504
LIABILITIES	
Due to student groups	<u>123,504</u>
NET ASSETS	<u>\$ -</u>

The notes to the basic financial statements are an integral part of this statement.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

	<u>NOTE</u>
Summary of Significant Accounting Policies	1
Reporting Entity.....	1-A
Financial Statement Presentation	1-B
Basis of Accounting and Measurement Focus	1-C
Cash and Cash Equivalents	1-D
Receivables	1-E
Interfund Receivables and Payables.....	1-F
Capital Assets	1-G
Deferred/Unearned Revenue.....	1-H
Compensated Absences.....	1-I
Other Long-Term Obligations.....	1-J
Equity.....	1-K
Estimates.....	1-L
Receivables.....	2
Capital Assets.....	3
Interfund Balances	4
Deferred/Unearned Revenue	5
Long-Term Liabilities	6
Net Assets	7
Pensions	8
Other Postemployment Benefits (OPEB)	9
Risk Management.....	10
Contingent Liabilities.....	11

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Litchfield School District (School District) are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources.

The more significant of the School District's accounting policies are described below.

1-A Reporting Entity

In New Hampshire, each town constitutes a school district except school districts organized under special acts of the State legislature. The Litchfield School District serves the community of Litchfield, New Hampshire and provides public education services for approximately 1,591 students in kindergarten through grade 12.

The School District is a municipal corporation governed by a 5-member board elected by the voters of the School District. The reporting entity is comprised of the primary government and any other organizations that are included to ensure that the financial statements are not misleading.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization's resources; the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the School District is obligated for the debt of the organization. Based on the foregoing criteria, no other organizations are included in the School District's financial reporting entity.

1-B Financial Statement Presentation

Government-wide financial statements - The government-wide financial statements are designed to provide readers with a broad overview of the School District's finances, in a manner similar to a private-sector business. These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting.

The statement of net assets presents information on all of the School District's assets and liabilities, with the difference between the two presented as net assets. Net assets are reported as one of three categories: invested in capital assets, net of related debt; restricted; or unrestricted. Restricted net assets are further classified as either net assets restricted by enabling legislation or net assets that are otherwise restricted.

The statement of activities presents information showing how the net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event gives rise to the change that occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Fund financial statements - The School District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the School District's funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements use a current financial resources measurement focus and the modified accrual basis of accounting, focusing on the near-term inflows and outflows of spendable resources, and balances of spendable resources available at fiscal year end.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the School District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The School District maintains four individual governmental funds. Information is presented separately for the General Fund and Grant Fund, which are considered to be major funds. Data from the other two governmental funds (non-major funds) are combined into a single, aggregated presentation identified as "Other Governmental Funds."

The School District adopts annual appropriated budgets for its General Fund and Grant Fund, which is a major special revenue fund. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with the budgets.

Fiduciary funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the School District. The largest fiduciary fund is the agency fund. This fund's activities are reported in a separate statement of fiduciary net assets. The School District uses an agency fund to account for assets held for, and due to, the student groups for their student activity funds. This fund is custodial in nature and does not involve measurement of results or operations. Accordingly, it presents only a statement of fiduciary net assets and does not present a statement of changes in fiduciary net assets. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the School District's own programs. Fiduciary funds are presented on an economic resources measurement focus and the accrual basis of accounting, similar to the government-wide financial statements.

1-C Basis of Accounting and Measurement Focus

The *government-wide* financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Grant and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.

Amounts reported as *program revenue* in the government-wide financial statements include: (1) charges to customers or applicants for goods received, services rendered or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than program specific revenues. Accordingly, general revenues include all taxes.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred as under accrual accounting. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. However, those expenditures may be accrued if they are to be liquidated with available resources. Nonexchange revenues, in which the School District receives value without directly giving equal value in return, include grants and donations, are recognized when the enforceable legal claim arises and the resources are available. Grant revenues are recognized when all the applicable requirements have been met and the resources are available. All other revenue items are recognized only when cash is received by the School District because they are not measurable until that time.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

The School District reports the following major governmental funds:

The **General Fund** is the School District's primary operating fund. It accounts for all resources of the general government, except those required to be accounted for in other funds.

The **Grants Fund** accounts for the resources received from various federal and state agencies. The resources are restricted to accomplishing the various objectives of the grantor agencies.

The School District also reports two nonmajor governmental funds.

The School District reports the following fiduciary fund:

The **Agency Fund** is used to account for assets held for, and due to, the student groups for their student activity funds.

When both restricted and unrestricted resources are available for use, it is the School District's policy to use restricted resources first, then unrestricted resources as they are needed.

1-D Cash and Cash Equivalents

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become part of those funds. Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and cash equivalents." The interest earnings attributable to each fund type is included in other income.

New Hampshire statutes require that the School District treasurer have custody of all moneys belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to N.H. RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

1-E Receivables

Receivables in the government-wide financial statements represent amounts due to the School District at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

1-F Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "interfund receivables and payables." Interfund receivables and payables between funds are eliminated in the statement of net assets.

1-G Capital Assets

General capital assets are those assets of a capital nature which the School District owns. These assets generally result from expenditures in governmental funds. The School District reports these assets in the governmental activities column of the government-wide statement of net assets and does not report them in the governmental fund financial statements.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$10,000 and more than five years of estimated useful life. Improvements to capital assets are capitalized; the costs of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life are expensed.

All reported capital assets are depreciated over their estimated useful lives. Depreciation is computed using the straight-line method over the following useful lives:

	<u>Years</u>
Buildings and building improvements	20 - 30
Machinery and equipment	5 - 15

1-H Deferred/Unearned Revenue

In the government-wide financial statements, deferred revenue is recognized when cash, receivables or other assets are recorded prior to their being earned. In the governmental fund financial statements deferred revenue represents monies received or revenues accrued which have not been earned or do not meet the "available" criterion for revenue recognition under the modified accrual basis of accounting. The deferred revenue in the governmental fund types has primarily resulted as an offset to federal funds received in advance of eligible expenditures. On the government-wide statement of net-assets, deferred revenue is classified as unearned revenue.

1-I Compensated Absences

General leave for the School District includes both vacation and sick pay. General leave is based on an employee's length of employment and is earned ratably during the span of employment. Upon termination, employees are paid in full for any accrued general leave earned as set forth by personnel policy.

Vested or accumulated general leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated general leave that are not expected to be liquidated with expendable available financial resources are maintained separately and represents a reconciling item between the fund and government-wide presentations.

1-J Other Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the government-wide statements. Bond premiums, discounts and issuance costs are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable premiums and discounts. Issuance costs are reported as deferred charges.

1-K Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Equity for all other reporting is classified as "net assets."

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The School District reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources, and therefore, are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund balance that is available for appropriation in future periods.

Net Assets - Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. All other net assets are reported as unrestricted.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

1-L Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles, requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

DETAILED NOTES ON ALL FUNDS AND GOVERNMENT-WIDE STATEMENTS

NOTE 2 - RECEIVABLES

Receivables at June 30, 2009, consisted of accounts (tuition and reimbursements) and intergovernmental amounts arising from grants and the trust funds being in the custody of the Town of Litchfield trustees of trust funds.

Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectibility.

NOTE 3 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2009 was as follows:

	Balance, beginning	Changes	Balance, ending
At cost:			
Not being depreciated:			
Land	\$ 460,792	\$ -	\$ 460,792
Being depreciated:			
Buildings and building improvements	17,816,145	517,166	18,333,311
Equipment	119,942	-	119,942
Total capital assets being depreciated	17,936,087	517,166	18,453,253
Total all capital assets	18,396,879	517,166	18,914,045
Less accumulated depreciation:			
Buildings and building improvements	(5,836,957)	(476,547)	(6,313,504)
Equipment	(43,218)	(17,191)	(60,409)
Total accumulated depreciation	(5,880,175)	(493,738)	(6,373,913)
Net book value, capital assets being depreciated	12,055,912	23,428	12,079,340
Net book value, all capital assets	\$ 12,516,704	\$ 23,428	\$ 12,540,132

Depreciation expense was charged to functions of the School District as follows:

Governmental activities:	
Instruction	\$ 486,235
Support services:	
Executive administration	774
Operation and maintenance of plant	6,729
Total depreciation expense	\$ 493,738

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

NOTE 4 - INTERFUND BALANCES

The interfund balance at June 30, 2009 consists of an overdraft in the pooled cash.

Interfund receivable and payable balances at June 30, 2009 are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Grants	\$140,007

NOTE 5 - DEFERRED/UNEARNED REVENUE

Deferred/unearned revenue at June 30, 2009 consists of the following:

General fund:	
Fees collected in advance for miscellaneous programs	\$ 690
Food service fund:	
Fees for lunch and milk sales collected in advance	5,649
Grants fund:	
Federal grant revenue collected in advance of eligible expenditures being made	35,831
Total	<u>\$ 42,170</u>

NOTE 6 - LONG-TERM LIABILITIES

Changes in the School District's long-term obligations consisted of the following for the year ended June 30, 2009:

	General Obligation Bond Payable	Capital Lease Payable	Compensated Absences Payable	OPEB	Total
Balance, beginning	\$ 5,285,000	\$ -	\$ 580,980	\$ -	\$ 5,865,980
Additions	-	27,277	16,892	136,340	180,509
Reductions	(800,000)	(7,092)	-	(44,625)	(851,717)
Balance, ending	<u>\$ 4,485,000</u>	<u>\$ 20,185</u>	<u>\$ 597,872</u>	<u>\$ 91,715</u>	<u>\$ 5,194,772</u>

Long-term liabilities payable are comprised of the following:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding at June 30, 2009	Current Portion
General obligation bond payable:						
High School construction	\$11,685,500	2000	2015	4.5-5.25	\$ 4,485,000	\$ 800,000
Capital lease payable:						
Music equipment	\$27,277	2009	2013	15.15	20,185	4,033
OPEB					91,715	-
Vested sick leave					208,650	-
Accrued vacation leave					160,550	1,921
Vested retirement stipend					228,672	-
					597,872	1,921
Total					<u>\$ 5,194,772</u>	<u>\$ 805,954</u>

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

The annual requirements to amortize all general obligation bond outstanding as of June 30, 2009, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2010	\$ 800,000	\$ 235,463	\$ 1,035,463
2011	800,000	193,463	993,463
2012	800,000	151,463	951,463
2013	800,000	109,463	909,463
2014	800,000	67,463	867,463
2015	485,000	25,462	510,462
Totals	<u>\$ 4,485,000</u>	<u>\$ 782,777</u>	<u>\$ 5,267,777</u>

The annual requirements to amortize the capital lease payable as of June 30, 2009, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2010	\$ 4,033	\$ 3,059	\$ 7,092
2011	4,645	2,447	7,092
2012	5,348	1,744	7,092
2013	6,159	933	7,092
Totals	<u>\$ 20,185</u>	<u>\$ 8,183</u>	<u>\$ 28,368</u>

All debt is general obligation debt of the School District, which is backed by its full faith and credit, and will be repaid from general governmental revenues.

NOTE 7 - NET ASSETS

At June 30, 2009, net assets of the School District consisted of the following:

Invested in capital assets, net of related debt:	
Net property, buildings, machinery, and equipment	\$ 12,540,132
Less: general obligation bonds payable	(4,485,000)
Total invested in capital assets, net of related debt	8,055,132
Unrestricted	38,787
Total net assets	<u>\$ 8,093,919</u>

None of the net assets are restricted by enabling legislation.

NOTE 8 - PENSIONS

The School District participates in the New Hampshire Retirement System (the System) which is the administrator of a cost-sharing multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Provision for benefits and contributions are established and can be amended by the New Hampshire Legislature. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 5% of earnable compensation. For fiscal year 2009, the School District contributed 3.70% for teachers and 6.81% for other employees. The contribution requirements for the Litchfield School District for the fiscal years 2007, 2008, and 2009 were \$344,758, \$555,117, and \$591,649 respectively, which were paid in full in each year.

The State of New Hampshire funds 35% of employer costs for teachers employed by the School District. This amount, \$249,741, is reported as an "on-behalf" payment, as an expenditure and revenue on the governmental funds statement of revenues, expenditures, and changes in fund balances, and as an expense and revenue on the statement of activities.

NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Governmental Accounting Standards Board (GASB) issued Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement 45, was implemented by the School District during fiscal year 2009, and requires that the long-term cost of retirement health care and obligations for other postemployment benefits (OPEB) be determined on an actuarial basis and reported similar to pension plans. GASB Statement 45 does not mandate the pre-funding of postemployment benefit liabilities. However, any pre-funding of these benefits will help minimize or eliminate the postemployment benefit obligation that will be required to be reported on the financial statements.

The School District has only partially funded (on a pay-as-you-go basis) the annual required contribution (ARC), an actuarially determined rate in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The following table presents the OPEB cost for the year, the amount contributed and changes in the OPEB plan for fiscal year 2009:

Annual required contribution/OPEB cost	\$ 136,340
Contributions made (pay-as-you-go)	(44,625)
Increase in net OPEB obligation	91,715
Net OPEB obligations, beginning	-
Net OPEB obligations, ending	<u>\$ 91,715</u>

The School District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2009 was as follows:

Fiscal Year Ended	Annual Required Contribution (ARC)	Actual Contributions (pay-as-you-go)	Percentage Contributed	Net OPEB Obligation
June 30, 2009	\$136,340	\$44,625	32.73%	\$91,715

As of June 30, 2009, the date of the most recent actuarial valuation, the actuarial accrued liability (AAL) for benefits was \$1,003,009 with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$1,003,009.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Actuarially determined amounts are subject to continual revisions as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, is designed to present multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future. The actuarial methods and assumptions used include techniques that are designed to reduce the effect of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2009 actuarial valuation, the projected unit credit cost method was used. The actuarial assumptions included a 4.5 percent investment rate of return per annum. The projected annual healthcare cost trend is 10 percent initially, reduced by decrements to an ultimate rate of 5 percent after four years. The UAAL is being amortized as a level dollar amount over an open basis. The remaining amortization period at June 30, 2009 was thirty years.

NOTE 10 - RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2009, the School District was a member of the New Hampshire Public Risk Management Exchange (Primex) Workers' Compensation and Property/Liability Programs, which are pooled risk management programs under RSAs 5-B and 281-A. The workers' compensation and employer's liability policy provides statutory coverage for workers' compensation and up to \$2,000,000 of employer's liability coverage. Primex retained \$500,000 of each workers' compensation and liability loss, and \$200,000 of each property loss. The combined liability package includes coverage for property, auto, liability, errors and omissions, crime, and boiler and machinery. The membership and coverage run from July 1 through June 30. The estimated net contribution from the Litchfield School District billed and paid for the year ended June 30, 2009 was \$68,811 for property/liability, and \$46,054 for workers' compensation. The member participation agreements permit Primex to make additional assessments to members, should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. At this time, Primex foresees no likelihood of any additional assessment for this or any prior year.

NOTE 11 - CONTINGENT LIABILITIES

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

There are various claims and suits pending against the School District which arose in the normal course of the School District's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the School District.

REQUIRED SUPPLEMENTARY INFORMATION

EXHIBIT E-1
LITCHFIELD SCHOOL DISTRICT
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (Non-GAAP Budgetary Bases)
General Fund
For the Fiscal Year Ended June 30, 2009

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
School district assessment	\$ 9,870,148	\$ 9,870,148	\$ 9,870,148	\$ -
Other local	143,790	175,667	155,379	(20,288)
State	8,306,103	8,306,103	8,338,743	32,640
Federal	60,000	60,000	103,860	43,860
Total revenues	<u>18,380,041</u>	<u>18,411,918</u>	<u>18,468,130</u>	<u>56,212</u>
Expenditures:				
Current:				
Instruction	10,667,759	10,667,759	10,291,160	376,599
Support services:				
Student	1,353,665	1,353,665	1,374,831	(21,166)
Instructional staff	562,786	562,786	522,511	40,275
General administration	86,393	86,393	100,706	(14,313)
Executive administration	493,772	493,772	453,877	39,895
School administration	1,106,449	1,106,449	1,099,802	6,647
Business	368,927	368,927	317,962	50,965
Operation and maintenance of plant	1,897,886	1,897,886	1,868,897	28,989
Student transportation	757,363	757,363	658,422	98,941
Other	380,487	380,487	382,419	(1,932)
Debt service:				
Principal	800,000	800,000	800,000	-
Interest	275,463	275,463	275,463	-
Facilities acquisition and construction	96,627	128,504	217,059	(88,555)
Total expenditures	<u>18,847,577</u>	<u>18,879,454</u>	<u>18,363,109</u>	<u>516,345</u>
Net change in fund balance	<u>\$ (467,536)</u>	<u>\$ (467,536)</u>	105,021	<u>\$ (460,133)</u>
Increase in fund balance reserved for special purposes			(50,000)	
Unreserved fund balance, beginning			467,536	
Unreserved fund balance, ending			<u>\$ 522,557</u>	

The notes to the required supplementary information are an integral part of this schedule.

EXHIBIT E-2
LITCHFIELD SCHOOL DISTRICT
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
Grants Fund
For the Fiscal Year Ended June 30, 2009

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Local	\$ -	\$ 9,187	\$ 9,187
State	-	17,000	17,000
Federal	535,000	462,250	(72,750)
Total revenues	<u>535,000</u>	<u>488,437</u>	<u>(46,563)</u>
Expenditures:			
Current:			
Instruction	535,000	353,604	181,396
Support services:			
Student	-	125,743	(125,743)
Instructional staff	-	500	(500)
Student transportation	-	8,590	(8,590)
Total expenditures	<u>535,000</u>	<u>488,437</u>	<u>46,563</u>
Net change in fund balance	<u>\$ -</u>	-	<u>\$ -</u>
Fund balance, beginning		-	
Fund balance, ending		<u>\$ -</u>	

The notes to the required supplementary information are an integral part of this schedule.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

General Budget Policies	1
Budgetary Reconciliation	2

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED
JUNE 30, 2009

1. General Budget Policies

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District's operations. At its annual meeting, the School District adopts a budget for the general and grants funds, as well as the nonmajor food service fund. Except as reconciled below, the budget was adopted on a basis consistent with U.S. generally accepted accounting principles.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets, but provide for the use of beginning unreserved fund balance to achieve that end. In the fiscal year 2009, \$467,536 of the beginning general fund fund balance was applied for this purpose.

2. Budgetary Reconciliation

The following reconciles the general fund budgetary basis to the GAAP basis.

Revenues:	
Per Exhibit E-1 (budgetary basis)	\$ 18,468,130
Adjustments:	
Basis difference:	
Capital lease inception	27,277
On-behalf retirement contributions made by the State of New Hampshire recognized as revenue on the GAAP basis, but not on the budgetary basis	249,741
Per Exhibit C-3 (GAAP basis)	<u>\$ 18,745,148</u>
Expenditures:	
Per Exhibit E-1 (budgetary basis)	\$ 18,363,109
Adjustments:	
Basis difference:	
Encumbrances, beginning	600,283
Encumbrances, ending	(62,899)
Capital lease inception	27,277
On-behalf retirement contributions made by the State of New Hampshire recognized as an expenditure on the GAAP basis, but not on the budgetary basis	249,741
Per Exhibit C-3 (GAAP basis)	<u>\$ 19,177,511</u>

COMBINING AND INDIVIDUAL FUND SCHEDULES

SCHEDULE 1
LITCHFIELD SCHOOL DISTRICT
Major General Fund
Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2009

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 9,870,148	\$ 9,870,148	\$ -
Other local sources:			
Tuition	89,790	95,804	6,014
Transportation	7,000	7,152	152
Investment earnings	25,000	14,939	(10,061)
Impact fees	-	31,877	31,877
Rentals	-	1,950	1,950
Miscellaneous	22,000	3,657	(18,343)
Total from other local sources	143,790	155,379	11,589
State sources:			
Adequacy aid (taxes)	1,895,198	1,895,198	-
Adequacy aid (grant)	6,060,310	6,060,310	-
School building aid	255,371	258,005	2,634
Catastrophic aid	93,224	120,852	27,628
Vocational aid	2,000	4,378	2,378
Total from state sources	8,306,103	8,338,743	32,640
Federal sources:			
Medicaid	60,000	103,860	43,860
Total revenues		\$ 18,468,130	\$ 88,089
Use of fund balance to reduce school district assessment	467,536		
Total revenues and use of fund balance	\$ 18,847,577		

SCHEDULE 2
LITCHFIELD SCHOOL DISTRICT

Major General Fund

Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2009

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
Current:					
Instruction:					
Regular programs	\$ 13,306	\$ 7,628,449	\$ 7,601,610	\$ 7,192	\$ 32,953
Special programs	2,614	2,448,896	2,187,148	961	263,401
Vocational programs	9,345	34,072	27,040	-	16,377
Adult and community programs	-	-	-	179	(179)
Other	-	556,342	492,295	-	64,047
Total instruction	<u>25,265</u>	<u>10,667,759</u>	<u>10,308,093</u>	<u>8,332</u>	<u>376,599</u>
Support services:					
Student	2,838	1,353,665	1,376,804	865	(21,166)
Instructional staff	34,688	562,786	553,146	4,053	40,275
General administration	-	86,393	100,706	-	(14,313)
Executive administration	1,903	493,772	455,780	-	39,895
School administration	2,207	1,106,449	1,102,009	-	6,647
Business	39,282	368,927	342,494	14,750	50,965
Operation and maintenance of plant	60,964	1,897,886	1,929,501	360	28,989
Student transportation	-	757,363	658,422	-	98,941
Other	21,434	380,487	403,814	39	(1,932)
Total support services	<u>163,316</u>	<u>7,007,728</u>	<u>6,922,676</u>	<u>20,067</u>	<u>228,301</u>
Debt service:					
Principal of long-term debt	-	800,000	800,000	-	-
Interest on long-term debt	-	275,463	275,463	-	-
Total debt service	<u>-</u>	<u>1,075,463</u>	<u>1,075,463</u>	<u>-</u>	<u>-</u>
Facilities acquisition and construction	<u>411,702</u>	<u>96,627</u>	<u>594,261</u>	<u>34,500</u>	<u>(120,432)</u>
Total appropriations, expenditures, and encumbrances	<u>\$ 600,283</u>	<u>\$ 18,847,577</u>	<u>\$ 18,900,493</u>	<u>\$ 62,899</u>	<u>\$ 484,468</u>

SCHEDULE 3
LITCHFIELD SCHOOL DISTRICT
Major General Fund
Schedule of Changes in Unreserved - Undesignated Fund Balance (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2009

Unreserved, undesignated fund balance, beginning		\$ 467,536
Changes:		
Unreserved fund balance used to reduce school district assessment		(467,536)
2008-2009 Budget summary:		
Revenue surplus (Schedule 1)	\$ 88,089	
Unexpended balance of appropriations (Schedule 2)	484,468	
2008-2009 Budget surplus		572,557
Increase in reserve for special purposes		(50,000)
Unreserved, undesignated fund balance, ending		<u>\$ 522,557</u>

SCHEDULE 4
LITCHFIELD SCHOOL DISTRICT
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2009

	Special Revenue Funds		Total
	Food Service	Expendable Trust	
ASSETS			
Cash and cash equivalents	\$ 106,469	\$ -	\$ 106,469
Receivables:			
Accounts	3,618	-	3,618
Intergovernmental	5,250	104,328	109,578
Total assets	<u>\$ 115,337</u>	<u>\$ 104,328</u>	<u>\$ 219,665</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Deferred revenue	\$ 5,649	\$ -	\$ 5,649
Fund balances:			
Unreserved, undesignated	109,688	104,328	214,016
Total liabilities and fund balances	<u>\$ 115,337</u>	<u>\$ 104,328</u>	<u>\$ 219,665</u>

SCHEDULE 5
LITCHFIELD SCHOOL DISTRICT
Nonmajor Governmental Funds
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2009

	Special Revenue Funds		Total
	Food Service	Expendable Trust	
Revenues:			
Other local	\$ 473,453	\$ 124	\$ 473,577
State	5,138	-	5,138
Federal	80,969	-	80,969
Total revenues	559,560	124	559,684
Expenditures:			
Non-instructional services	578,510		578,510
Net change in fund balances	(18,950)	124	(18,826)
Fund balances, beginning	128,638	104,204	232,842
Fund balances, ending	<u>\$ 109,688</u>	<u>\$ 104,328</u>	<u>\$ 214,016</u>

SCHEDULE 6
LITCHFIELD SCHOOL DISTRICT
Agency Funds
Combining Schedule of Changes in Student Activities Funds
For the Fiscal Year Ended June 30, 2009

	Balance, beginning	Additions	Deductions	Balance, ending
Schools:				
Campbell High	\$ 151,767	\$ 368,693	\$ 435,079	\$ 85,381
Litchfield Middle	42,102	191,739	202,291	31,550
Griffin Memorial	5,120	31,315	29,862	6,573
Totals	<u>\$ 198,989</u>	<u>\$ 591,747</u>	<u>\$ 667,232</u>	<u>\$ 123,504</u>

***SINGLE AUDIT ACT SCHEDULES
AND INDEPENDENT AUDITOR'S REPORTS***



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District as of and for the year ended June 30, 2009, and have issued our report thereon dated January 15, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Litchfield School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Litchfield School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Litchfield School District

***Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an
Audit of Financial Statements Performed in Accordance with Government Auditing Standards***

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Megay A. Colly, CPA

January 15, 2010

PLODZIK & SANDERSON
Professional Association



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Members of the School Board
Litchfield School District
Litchfield, New Hampshire

Compliance

We have audited the compliance of the Litchfield School District with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that are applicable to its major federal program for the year ended June 30, 2009. The Litchfield School District's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal program is the responsibility of the Litchfield School District's management. Our responsibility is to express an opinion on the Litchfield School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Litchfield School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Litchfield School District's compliance with those requirements.

In our opinion, the Litchfield School District complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 2009.

Internal Control over Compliance

The management of the Litchfield School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Litchfield School District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

Litchfield School District

***Report on Compliance with Requirements Applicable to Each Major Program and on
Internal Control Over Compliance in Accordance with OMB Circular A-133***

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Gregory A. Colby, CPA

PLODZIK & SANDERSON
Professional Association

January 15, 2010

SCHEDULE I
LITCHFIELD SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2009

SECTION I - SUMMARY OF AUDITOR'S RESULTS

A. Financial Statements

1. The auditor's report expresses an unqualified opinion on the financial statements.
2. There were no material weaknesses identified relating to the internal control over financial reporting.
3. There were no significant deficiencies identified which were not considered material weaknesses relating to the internal control over financial reporting.
4. There were no instances of noncompliance material to the financial statements identified.

B. Federal Awards

1. There were no material weaknesses identified relating to the internal control over major programs.
2. There were no significant deficiencies identified which were not considered material weaknesses relating to the internal control over major programs.
3. The auditor's report on compliance for major programs expresses an unqualified opinion.
4. There are no audit findings required to be reported in accordance with Circular A-133.
5. The program tested as a major program is the Special Education Cluster.
6. The threshold for distinguishing between Types A and B programs was \$300,000.
7. The Litchfield School District was determined not to be a low-risk auditee.

SECTION II - FINANCIAL STATEMENT FINDINGS

NONE

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

NONE

SCHEDULE II
LITCHFIELD SCHOOL DISTRICT
Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2009

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE			
Passed Through the State of New Hampshire Department of Education			
National School Lunch Program (Note 2)	10.555	N/A	\$ 80,968
U.S. DEPARTMENT OF EDUCATION			
Passed through the State of New Hampshire Department of Education			
Title I Grants to Local Educational Agencies:			
After School Program	84.010	80077	10,664
SINI	84.010	80187	4,970
Title I 08-09	84.010	90086	67,888
SINI	84.010	90264	14,906
PROGRAM TOTAL			98,428
SPECIAL EDUCATION CLUSTER			
Special Education - Grants to States:			
IDEA - B	84.027	82562	582
IDEA - B	84.027	92546	289,559
Special Education - Preschool Grants:			
SPED - preschool	84.173	82746	(526)
SPED - preschool	84.173	92738	4,001
CLUSTER TOTAL			293,616
Safe and Drug-Free Schools and Communities - State Grants:			
Title IV Round 2 Redistribution	84.186	84332	10,511
Title IV Redistribution	84.186	84377	7,403
Title IV	84.186	86582	(486)
Title IV	84.186	96588	5,391
PROGRAM TOTAL			22,819
Education Technology State Grants:			
Title IID Digital Port	84.318	94505	3,547
Title IID	84.318	94506	3,244
PROGRAM TOTAL			6,791
Improving Teacher Quality State Grants:			
Targeted HPQD	84.367	84706	966
Title IIA	84.367	84867	13,210
Title IIA 2009	84.367	94871	26,420
PROGRAM TOTAL			40,595
U.S. DEPARTMENT OF HOMELAND SECURITY			
Passed Through the State of New Hampshire Department of Safety			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-1812-DR-NH	3,479
GRAND TOTAL			\$ 546,697

The notes to the schedule of expenditures of federal awards are an integral part of this schedule.

LITCHFIELD SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2009

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Litchfield School District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2. Food Donation

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities on the date received.

Litchfield School District
Statement of Actual Expenditures for
Special Education Programs and Services

	2007 – 2008	2008 -- 2009
EXPENDITURES		
Instruction	\$ 2,190,080.26	\$ 2,332,143.47
Related Services	\$ 540,783.10	\$ 611,292.08
Administration	\$ 178,413.77	\$ 188,024.98
Legal	\$ 10,920.94	\$ 59,225.08
Transportation	\$ 118,730.73	\$ 156,033.92
Total Expenditures	\$ 3,038,928.80	\$ 3,346,719.53
REVENUES		
NH Catastrophic Aid	\$ 95,666.05	\$ 120,851.66
IDEA Grant	\$ 252,351.37	\$ 290,141.00
Preschool Grant	\$ 5,692.96	\$ 3,475.00
Medicaid	\$ 80,100.90	\$ 103,859.73
Tuition	\$ 67,048.54	\$ 35,115.00
Total Revenues	\$ 504,859.82	\$ 553,442.39

Department of Special Services
Student Census of Disabilities
December 2009

DISABILITIES	IN DISTRICT	OUT OF DISTRICT	TOTAL
Hearing Impaired, Speech/Language Impairment, Visual Impairment	34	0	34
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	24	2	26
Mental Retardation, Developmental Delay	27	1	28
Learning Disabilities	37	1	38
Emotional Disturbance	0	5	5
TOTAL	122	9	131

SCHOOL BUDGET FORM

BUDGET FORM FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

OF: LITCHFIELD, NH

Appropriations and Estimates of Revenue for the Fiscal Year From July 1, 2010 to June 30, 2011

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

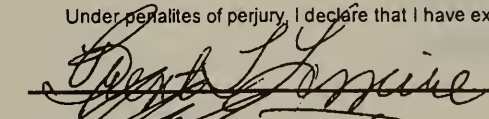
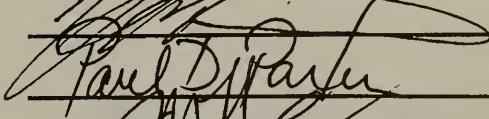
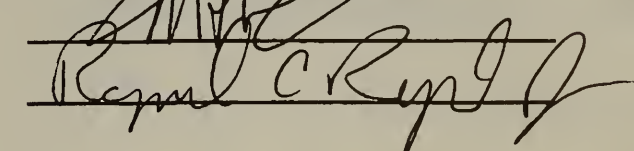
1. Use this form to list ALL APPROPRIATIONS in the appropriate recommended and not recommended area. This means the operating budget and all special and individual warrant articles must be posted.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the school clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

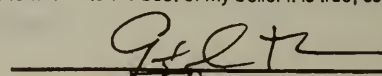
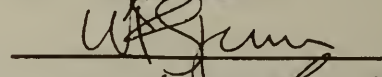
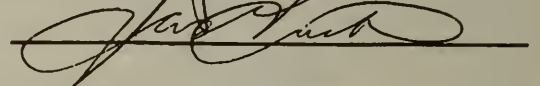
This form was posted with the warrant on (Date): 1/22/10

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete

THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397

Budget - School District of Litchfield FY 2011

1 2 3 4 5 6 7 8 9

PURPOSE OF APPROPRIATIONS (RSA 32:3,V)				OP Bud.		Expenditures		Appropriations		School Board's Appropriations		Budget Committee's Approp.	
Acct.#				WARR. ART.#	for Year 7/1/08 to 6/30/09	Current Year as Approved by DRA	RECOMMENDED	NOT RECOMMENDED	RECOMMENDED	NOT RECOMMENDED	RECOMMENDED	NOT RECOMMENDED	
INSTRUCTION (1000-1999)													
1100-1199	Regular Programs		1	7,608,802.70	7,733,979		7,786,427			7,717,004		69,423	
1200-1299	Special Programs		1	2,188,108.82	2,534,263		2,578,994			2,503,244		75,750	
1300-1399	Vocational Programs		1	27,039.83	34,072		27,040			27,040		0	
1400-1499	Other Programs		1	460,557.78	465,913		456,094			438,448		17,646	
1500-1599	Non-Public Programs		1	31,736.75	44,190		69,000			69,000		0	
1600-1899	Adult & Community Programs		1	14,009.51	23,585		25,559			25,559		0	
SUPPORT SERVICES (2000-2999)													
2000-2199	Student Support Services		1	1,363,837.94	1,453,582		1,453,883			1,453,112		772	
2200-2299	Instructional Staff Services		1	557,199.97	602,842		477,009			473,009		4,000	
General Administration													
2310-840	School Board Contingency												
2310-2319	Other School Board		1	100,705.85	93,233		100,633			100,033		600	
Executive Administration													
2320-310	SAU Management Services												
2320-2399	All Other Administration		1	455,780.45	518,469		534,497			533,026		1,471	
2400-2499	School Administration Service		1	1,102,008.82	1,163,388		1,189,663			1,189,663		0	
2500-2599	Business		1	357,244.14	298,427		287,540			286,491		1,049	
2600-2699	Operation & Maintenance of Plant		1	1,929,860.79	2,080,565		2,012,896			2,009,491		3,405	
2700-2799	Student Transportation		1	658,422.01	801,565		820,867			778,867		42,000	
2800-2999	Support Service Central & Other		1	403,852.41	399,008		392,909			324,330		68,579	
3000-3999	NON-INSTRUCTIONAL SERVICES												
4000-4999	FACILITIES ACQUISITIONS & CONSTRUCTION			628,760.81	287,938		304,963			234,963		70,000	
			1										

1

2

3

4

5

6

7

8

9

PURPOSE OF APPROPRIATIONS		OP Bud		Expenditures		Appropriations		School Board's Appropriations		Budget Committee's Approp.	
Acct.#		WARR.		for Year 7/1/08		Current Year As		Ensuing Fiscal Year		Ensuing Fiscal Year	
(RSA 32:3.V)		ART.#		to 6/30/09		Approved by DRA		RECOMMENDED		NOT RECOMMENDED	

OTHER OUTLAYS (5000-5999)

5110	Debt Service - Principal	1	800,000.00	800,000	800,000	800,000	800,000	800,000	800,000	0	0
5120	Debt Service - Interest	1	275,463.00	235,463	235,463	193,463	193,463	193,463	193,463	0	0

FUND TRANSFERS

5220-5221	To Food Service	1	578,509.63	622,154	605,128	605,128	605,128	605,128	605,128	0	0
5222-5229	To Other Special Revenue	1	501,579.30	535,000	770,000	770,000	770,000	770,000	770,000	0	0
5230-5239	To Capital Projects										
5251	To Capital Reserves (page 4)			50,000							
5252	To Expendable Trust (page 4)										
5253	To Non-Expendable Trusts										
5254	To Agency Funds										
5300-5399	Intergovernmental Agency Alloc.										
	SUPPLEMENTAL										
	DEFICIT										
	Operating Budget Total		20,043,480.51	20,777,636	20,886,565	20,886,565	20,886,565	20,886,565	20,886,565	354,694	354,694

****SPECIAL WARRANT ARTICLES****

Special warrant articles are defined in RSA 32:3, VI, as: 1) appropriations in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriations to a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

1	2	3	4	5	6	7	8	9
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Expenditures for Year 7/1/08 to 6/30/09	Appropriations Current Year As Approved by DRA	WARR. ART.#	School Board's Appropriations Ensuing Fiscal Year RECOMMENDED	School Board's Appropriations Ensuing Fiscal Year NOT RECOMMENDED	Budget Committee's Approp. Ensuing Fiscal Year RECOMMENDED	Budget Committee's Approp. Ensuing Fiscal Year NOT RECOMMENDED
5252	Special Education Capital Reserve		50,000	3	50,000			50,000
	SPECIAL ARTICLES RECOMMENDED	XXXXXXXXXX	XXXXXXXXXX	XXXX	50,000	XXXXXXXXXX	0	XXXXXXXXXX

****INDIVIDUAL WARRANT ARTICLES****

"Individual" warrant articles are not necessarily the same as "special warrant articles". Examples of individual warrant articles might be:
 1) Negotiated cost items for labor agreements; 2) Leases; 3) Supplemental appropriations for the current year for which funding is already available; or 4) Deficit appropriations for the current year which must be funded through taxation.

1	2	3	4	5	6	7	8	9
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Expenditures for Year 7/1/08 to 6/30/09	Appropriations Prior Year As Approved by DRA	WARR. ART.#	School Board's Appropriations Ensuing Fiscal Year RECOMMENDED	School Board's Appropriations Ensuing Fiscal Year NOT RECOMMENDED	Budget Committee's Approp. Ensuing Fiscal Year RECOMMENDED	Budget Committee's Approp. Ensuing Fiscal Year NOT RECOMMENDED
Various	New Teachers' Contract	0	0	2	171,630		171,630	
	INDIVIDUAL ARTICLES RECOMMENDED	XXXXXXXXXX	XXXXXXXXXX	XXXX	171,630	XXXXXXXXXX	171,630	XXXXXXXXXX

5

6

Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
REVENUE FROM LOCAL SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1300-1349	Tuition		15,000	15,000	15,000
1400-1449	Transportation Fees		6,000	6,000	6,000
1500-1599	Earnings on Investments		10,000	15,300	15,300
1600-1699	Food Service Sales		539,354	503,028	503,028
1700-1799	Student Activities		44,190	69,000	69,000
1800-1899	Community Services Activities		17,025	19,962	19,962
1900-1999	Other Local Sources		4,500	7,000	7,000
REVENUE FROM STATE SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	School Building Aid		270,050	260,787	260,787
3220	Kindergarten Aid		317,334	209,411	411
3230	Catastrophic Aid		129,243	120,000	120,000
3240-3249	Vocational Aid		2,000	2,000	2,000
3250	Adult Education				
3260	Child Nutrition		4,800	6,640	6,640
3270	Driver Education				
3290-3299	Other State Sources				
REVENUE FROM FEDERAL SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4100-4539	Federal Program Grants		245,000	480,000	480,000
4540	Vocational Education				
4550	Adult Education				
4560	Child Nutrition		78,000	95,160	95,160
4570	Disabilities Programs		290,000	290,000	290,000
4580	Medicaid Distribution		60,000	60,000	60,000
4590-4999	Other Federal Sources (except 4810)				
4810	Federal Forest Reserve				
OTHER FINANCING SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5110-5139	Sale of Bonds or Notes				
5221	Transfer from Food Service-Spec.Rev.Fund				
5222	Transfer from Other Special Revenue Funds				
5230	Transfer from Capital Project Funds				
5251	Transfer from Capital Reserve Funds				

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
OTHER FINANCING SOURCES CONT.			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5252	Transfer from Expendable Trust Funds				
5253	Transfer from Non-Expendable Trust Funds				
5300-5699	Other Financing Sources				
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-d for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN, Revenue Last FY _____ =NET RAN				
	Supplemental Appropriation (Contra)				
	Voted From Fund Balance				
	Fund Balance to Reduce Taxes		200,000	200,000	200,000
Total Estimated Revenue & Credits			2,232,496	2,359,288	2,359,288

****BUDGET SUMMARY****

	Current Year Adopted Budget	School Board's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended (from page 3)	20,777,636	20,886,565	20,531,871
Special Warrant Articles Recommended (from page 4)		50,000	0
Individual Warrant Articles Recommended (from page 4)		171,630	171,630
TOTAL Appropriations Recommended	20,777,636	21,108,195	20,703,501
Less: Amount of Estimated Revenues & Credits (from above)	2,232,496	2,359,288	2,359,288
Less: Amount of State Education Tax/Grant	6,125,163	6,147,683	6,147,683
Estimated Amount of Local Taxes to be Raised For Education	12,419,977	12,601,224	12,196,530

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \$22,674,505
(See Supplemental Schedule With 10% Calculation)

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Increase)

(RSA 32:18, 19, & 32:21)

VERSION #2: Use if you have Collective Bargaining Cost Items

LOCAL GOVERNMENTAL UNIT: Litchfield School District FISCAL YEAR END 2011

Col. A

	RECOMMENDED AMOUNT		
1. Total RECOMMENDED by Budget Committee (see budget MS7, 27, or 37)		\$20,703,501	
LESS EXCLUSIONS:			
2. Principal: Long-Term Bonds & Notes		(800,000)	
3. Interest: Long-Term Bonds & Notes		(193,463)	
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b		0	
5. Mandatory Assessments		0	
6. TOTAL EXCLUSIONS (Sum of rows 2-5)		< 993,463 >	
7. Amount recommended less recommended exclusion amounts (Line 1 less Line 6)		\$19,710,038	
8. Line 7 times 10%		\$1,971,004	Col. C
9. Maximum allowable appropriation prior to vote (Line 1 + 8)		\$22,674,505	Col. B (Col. B-A)
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Col. A prior to meeting & Col. B and Col. C at meeting)	Cost items recommended \$171,630	Cost items voted	Amt. voted above recommended

MAXIMUM ALLOWABLE APPROPRIATIONS VOTED

At meeting, add Line 9 + Column C.

\$ 22,674,505

Line 8 plus any amounts in Column C (amounts voted above recommended) is the allowable increase to budget committee's recommended budget. Enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

DEFAULT BUDGET OF THE SCHOOL

OF: Litchfield, NH

Fiscal Year From July 1, 2010 to June 30, 2011



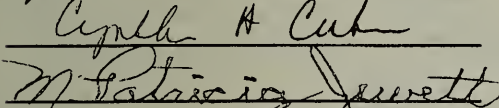
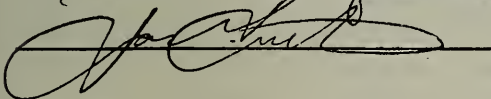
RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

SCHOOL BOARD

or

Budget Committee if RSA 40:14-b is adopted



 Cynthia A. Cuth



NH DEPARTMENT OF REVENUE ADMINISTRATION
 MUNICIPAL SERVICES DIVISION
 P.O. BOX 487, CONCORD, NH 03302-0487
 (603)271-3397

Default Budget - School District of Litchfield FY 2011

1	2	3	4	5	6
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
INSTRUCTION (1000-1999)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1100-1199	Regular Programs	7,733,979	72,667	(52,944)	7,753,702
1200-1299	Special Programs	2,534,263	131,576	(14,177)	2,651,662
1300-1399	Vocational Programs	34,072	(7,032)		27,040
1400-1499	Other Programs	465,913	338	(3,875)	462,376
1500-1599	Non-Public Programs	44,190	24,810		69,000
1600-1899	Adult & Community Programs	23,585	1,974		25,559
SUPPORT SERVICES (2000-2999)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
2000-2199	Student Support Services	1,453,582	12,063	(8,201)	1,457,444
2200-2299	Instructional Staff Services	602,842	(102,519)	(3,981)	496,342
General Administration		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
2310 840	School Board Contingency				
2310-2319	Other School Board	93,233	3,316		96,549
Executive Administration		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
2320-310	SAU Management Services				
2320-2399	All Other Administration	518,469	22,532		541,001
2400-2499	School Administration Service	1,163,388	31,019	(1,517)	92,890
2500-2599	Business	298,427	(6,470)		291,957
2600-2699	Operation & Maintenance of Plant	2,080,565	(73,836)	(4,000)	2,002,729
2700-2799	Student Transportation	801,565	19,302		820,867
2800-2999	Support Service Central & Other	399,008	(8,469)		390,539
3000-3999	NON-INSTRUCTIONAL SERVICES				
4000-4999	FACILITIES ACQUISITIONS & CONSTRUCTION	287,938	(3,621)	(68,354)	215,963
OTHER OUTLAYS (5000-5999)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5110	Debt Service - Principal	800,000			800,000
5120	Debt Service - Interest	235,463	(42,000)		193,463
FUND TRANSFERS		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5220-5221	To Food Service	622,154	(1,026)		605,128
5222-5229	To Other Special Revenue	535,000	235,000		770,000
5230-5239	To Capital Projects				
5251	To Capital Reserves	50,000		(50,000)	0
5252	To Expendable Trust				

Default Budget - School District of Litchfield FY 2011

1	2	3	4	5	6
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
	FUND TRANSFERS	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5253	To Non-Expendable Trusts				
5254	To Agency Funds				
5300-5399	Intergovernmental Agency Alloc.				
	SUPPLEMENTAL				
	DEFICIT				
	SUBTOTAL 1	\$20,777,636	\$293,623	(\$207,049)	\$20,864,211

Please use the box below to explain increases or reductions in columns 4 & 5.

Acct #	Explanation for Increases	Acct #	Explanation for Reductions
1100-1199	Contracted and scheduled salary increases. Increased benefit costs. Copier lease agreements.	1100-1199	Curriculum review cycle. Reduction of staff.
1200-1299	Scheduled salary increases. Increased benefit costs. Increase in SPED out-of-district tuition.	1200-1299	Reduction in staff. Reduction in contracted services and equipment required for 504 students.
1400-1499	Scheduled salary increases. Increased benefit costs.	1300-1399	Reduction in vocational education tuition.
1500-1599	Increase in self-funded program costs for summer reading program.	2000-2199	Reduction in speech and OT/PT services.
1600-1699	Increase in adult education program costs.	2200-2299	Reduction in staff to part-time basis. Reduction to technology plan costs.
2000-2199	Contracted and scheduled salary increases. Increased benefit costs. Increase in 504 required professional services and equipment.	2500-2599	Reduction in staff to part-time basis.
2200-2299	Contracted and scheduled salary increases. Increased benefit costs.	2600-2699	Reduction in contracted services, energy/utilities, and storage rental units.
2310-2319	Scheduled salary increases. Increase in benefit costs.	2700-2799	Reduction in non-SPED student transportation costs.
2320-2399	Contracted and scheduled salary increases. Increased benefit costs.	2800-2999	Reduction to technology plan costs. Reduction in data communication costs.
2400-2499	Scheduled salary increases. Increased benefit costs.	4000-4999	Reduction in kindergarten portable leases. Reduction to GMS repairs (gym lighting and fire alarm upgrade).
2500-2599	Scheduled salary increases. Increase in benefit costs. Increase in contracted services for regulatory compliance.	5120	Reduction in Bond interest costs.
2600-2699	Scheduled salary increases. Increased benefit costs. Increased costs in contracts, service agreements, and insurance.	5220-5221	Decrease in food supply quantities.
2700-2799	Increase in SPED student contracted transportation costs.		
2800-2999	Scheduled salary increases. Increase in benefit costs.		
4000-4999	Construction of additional ADA compliant bathrooms at GMS required by Litchfield Fire, Building Inspector and Health Departments.		
5222-5229	Increase in federal grants.		
Column 5 - One-Time Expenditures			
		1100-1199	New furniture and equipment.
		1200-1299	New furniture and equipment.
		1400-1499	New equipment.
		2000-2199	New furniture and equipment.
		2200-2299	New furniture and equipment.
		2400-2499	New equipment.
		2600-2699	New equipment.
		4000-4999	Kindergarten Site Setup
		5251	SPED Capital Reserve Transfer

Office of the Superintendent of Schools

1 Highlander Court
Litchfield, NH 03052
578-3570

Elaine F. Cutler, Ed. D, Interim Superintendent
Stephen Martin, Business Administrator
Amanda Lecaroz, Director Curriculum and Instruction
Deb Mahoney, Director Human Resources
Ronda Gregg, Director Special Services
Hilda Lawrence, Director Food Service

Griffin Memorial School

229 Charles Bancroft Highway
Litchfield, NH 03052
424-5931
Martin Schlichter, Principal
Stacy Maghakian, Assistant Principal

Litchfield Middle School

19 McElwain Drive
Litchfield, NH 03052
424-2133
Tom Lecklider, Principal
Kerry Finnegan, Assistant Principal

Campbell High School

1 Highlander Court
Litchfield, NH 03052
546-0300
Robert Manseau, Principal
Laurie Rothhaus, Assistant Principal

